



## JOB DESCRIPTION

Oldham College

<b>Job Title:</b>	Programme Tutor in Creative Digital Media		
<b>Department:</b>	Digital and Creative	<b>Job Ref:</b>	
<b>Grade:</b>	CT	<b>Position Type:</b>	Academic
<b>Responsible to:</b>	Programme Leader	<b>Responsible for:</b>	Student outcomes

### Job Description

#### Main Purpose of Role

- 1.1 To contribute to the promotion of excellence in teaching/support, learning and assessment, working as part of a curriculum team in the Faculty
- 1.2 To be responsible for the organisation of teaching/support and learning for a specific assignment of learners.
- 1.3 To promote and provide excellent customer service internally and externally in all areas of the role.

#### Main Duties and Responsibilities

##### 2.1 Preparation, assessment and Teaching

- 2.1.1 Ensure learners are set targets that add value, enable the achievement of stretching learning goals and are provided with the necessary support to assist them in successfully completing their programmes.
- 2.1.1 Be aware of Key Performance Indicators and targets within the area and contribute to their monitoring regularly and achievement.
- 2.1.2 Develop innovative and stimulating teaching learning and assessment materials for use in a range of delivery modes, in addition to a commitment to teaching and learning development, e.g. peer observation and CPD related activity.
- 2.1.3 Design and deliver a flexible and relevant range of provision including prep for work skills, to meet the needs of employers and members of the communities of Oldham.

2.1.4 Maintain familiarity with the changing demands of the curriculum, assessment and customer needs and reflect these changes in the design, delivery and assessment.

2.1.5 Have up-to-date Programme Specifications and Schemes of Work for all courses/classes taught and prepare suitable teaching materials for delivery of courses.

2.1.6 Maintain current and appropriate resources for all course units on the College VLE and develop flexible opportunities for delivery and catch up.

2.1.7 Prepare suitable materials/activities for independent and differentiated learning ensuring students have guided access to materials/activities relevant to their courses.

## 2.2 Student Progress & Achievement

2.2.1 Ensure that all administrative records, systems and support requirements e.g. examinations entries are accurately maintained to meet the requirements/ standards internally and by external agencies.

## 2.3 Curriculum Development and Quality Assurance

2.3.1 Participate in the development and delivery of Department and Cross College marketing and promotion activities.

2.3.2 Maintain systems for course and student management including the pastoral entitlement, VITAL, progress reviewing, maintaining ILP's, internal and external verifications, and Quality Assurance Processes.

2.3.3 Where appropriate be a subject/progress tutor to a group or groups of students and fulfill the associated responsibilities regarding target setting, reviewing progress, guidance and counselling, action planning, feedback and progression guidance and support, etc.

2.3.4 Undertake IV as required.

2.3.5 Enrol students and complete registers within 10 minutes of the start time of each session.

2.3.6 Improve quality in area of responsibility through actions following feedback of students, line manager, peers and quality processes.

2.3.7 Participate in Department and Cross-college development initiatives including as required show casing teaching and learning materials/methods used within own courses.

2.3.8 Maintain an awareness of Health and Safety at all times and ensure that students are aware of safe practices and procedures.

## 2.4 Team Responsibilities

2.4.1 Maintain professional and vocational currency through CPD, professional updating & contribute to the development of others as required.

2.4.2 Ensure that equality of opportunity is fully reflected in all aspects of the work.

2.4.3 Observe and actively promote College policies and external legal requirements with regard to: financial regulations; health and safety; the students' charter; equal opportunities and other appropriate statutory obligations

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### **General**

- All employees of Oldham College Corporation are required to actively promote and work within the policies, procedures, regulations and codes of conduct of the Corporation.
- All employees of the Corporation are required to work within and contribute to the achievement of the College strategic plan.
- To undertake such other duties that may be reasonably required commensurate with grade.
- Be committed to personal professional/vocational development and participate in the College's appraisal process and training and development activities as required. All employees of the Corporation are required to undertake such professional development and skills updating as required by the College and/or required by the changing demands of their role.
- To work flexibly, which may include evenings, open days, and possibly weekends.

### **Equality and Diversity:**

- It is the responsibility of the post holder to promote equality and diversity throughout the College.
- The post holder will undertake their duties in full accordance with the College's policies and procedures relating to equal opportunity and diversity.

### **Health and Safety:**

- To promote health, safety and welfare throughout the College.
- To undertake their duties and responsibilities in full accordance with the College's Health and Safety Policy and Procedures.

### **Safeguarding Children and Vulnerable Adults:**

The College is committed to providing a safe environment in which children, young people and vulnerable adults can develop educationally, socially and emotionally, free from abuse, and expects all members of staff to share this commitment.

- It is the responsibility of the post holder to commit to safeguarding and promoting the welfare of children and vulnerable adults within the College.
- The post holder will undertake their duties in full accordance with the College's policies and procedures relating to safeguarding and promoting the welfare of children and vulnerable adults, e.g., dealing with learner issues i.e., safeguarding and referring on to specialist staff.
- This position is subject to an enhanced criminal records check from the Disclosure & Barring Service (DBS) and will be subject to satisfactory clearance of this check.
- If this position is classed as Regulated Activity, it is subject to an Adult & Child barring check.

This job description is a summary of the key areas of responsibility. It is not a definitive list. The details contained in this job description, particularly the principal accountabilities, reflect the content of the job at the date the job description was prepared. It should be remembered however, that over time, the nature of individual jobs will inevitably change; existing duties may be lost, and other duties may be gained without changing the general character of the duties of the level of responsibility entailed. You are required to work flexibly to meet the needs of the service and along with your line manager, make suggestions to vary the scope and application of your responsibilities within a reasonable framework appropriate to this level of post.

The College will expect to revise this job description from time to time and will consult with the post holder at the appropriate time.

Prepared By:	J Manship	Date:	Dec 2023
Reviewed By:	Amy Driscoll	Date:	May 2025
Reviewed By:		Date:	

## PERSON SPECIFICATION

### POST: Programme Tutor in Creative Digital Media

The following person specification has been developed to provide candidates with a general understanding of the main standards of competence and experience we believe are essential to successful performance in this job role.

You should, therefore address these key areas in your application, providing evidence wherever possible.

The College takes very seriously its commitment to serving our students, staff and the wider community through staff who are themselves motivated towards delivering a quality service and whose approach at all times reflects a professional customer care oriented approach. We regard these qualities as essential and will only appoint staff who can support the College in promoting an ethos of equality for all within our developing multicultural diverse organisation.

**Assessment:** Items marked with a \* are short-listing criteria, all other criterion will be assessed at interview and/or by other assessment methods such as a micro teach.

<b><u>Skills, Knowledge &amp; Experience</u></b> <b>ESSENTIAL:</b>	Short-listing criteria - evidence Required *
Can demonstrate rapport with the 16-18 year group inspiring learners using impactful and relevant teaching and learning approaches.	<i>Microteach</i>
Can demonstrate a willingness to provide a high quality learning experience through the planning and design of curriculum content	<i>Microteach</i>
Is able to teach skills in Digital Creative Content making. Particularly using Adobe suite and other Creative software, is proficient at using photographic and visual recording equipment,	*application
Able to manage time effectively and prioritise work to meet deadlines at self/team and cross college level while successfully achieving a balance in your well being and work/life priorities	*Interview and application
Experience of the promoting inclusivity and demonstrating the importance of providing inclusive opportunities for our students to make progress using personalised delivery methods.	*application & Microteach
<b><u>Skills, Knowledge &amp; Experience</u></b> <b>DESIRABLE:</b>	
Experience of applying successful differentiation and personalisation in the learning environment.	<i>Interview</i>
Good understanding of learner and customer needs and a track record of developing and delivering a high quality outcomes for learners.	*Application/Interview
A proven track record of quality improvement.	*Application &

	<i>Interview</i>
Experience of raising recruitment retention and achievement rates of students	<i>*Application</i>
Comprehensive knowledge of the curriculum specialty including industry links. With current knowledge of the relevant industry and the techniques methods and skills required.	<i>*Application/Interview</i>
Good understanding of the current Government & national priorities for FE including T Levels and transition courses	<i>*Application/Interview</i>
Record of assessing / verifying to highest awarding body standards.	<i>Interview</i>
Understand the importance of Safeguarding in an education setting	<i>Interview</i>
<b><u>Qualifications</u></b>	
<b>ESSENTIAL:</b>	
A degree or equivalent in a related subject. Extensive Industry experience will be considered instead of a degree	<i>*Application</i>
A recognised teaching qualification (or willingness to train for this and achieve within 2 years).	<i>*Application</i>
<b><u>Other Work Related Requirements</u></b>	
<b>ESSENTIAL:</b>	
Ability to work occasional evenings, Saturdays, on a rota basis as required	<i>Interview</i>
Able to adapt own style / use appropriate interpersonal styles and communication methods to influence and build effective relationships both internally and externally.	<i>Interview</i>
Must have efficient and cost effective means of regularly travelling to external venues	<i>Interview</i>
Flexible approach to attendance sometimes outside the normal hours to meet the needs of the College e.g. representing the College at evening functions, WBL visits to employer premises etc.	<i>Interview</i>
Suitability to work in an environment where you will be responsible for promoting and safeguarding the welfare of children, young people and/or vulnerable adults.	<i>DBS check completed for this</i>