



JOB DESCRIPTION

Job Title:	Programme Leader- Digital and Creative		
Department:	Digital and Creative – Digital area		
Grade:	CL1-2	Position Type:	Academic
Responsible to:	Head of Faculty	Responsible for:	Learning Outcomes

At **Oldham College**, we value and enable people by creating a space where everyone belongs and thrives earning trust and respect of the communities that we serve. We expect all colleagues to enable this, embedding and demonstrating the college values, by being **Respectful, Collaborative, Innovative, Aspirational and Inclusive**.

Role Purpose

Our Programme Leaders provide effective leadership for the Digital Technologies curriculum delivery, teaching, learning and assessment, ensuring high standards of student experience, achievement and progression. The role supports the College’s purpose of empowering potential and achieving success through curriculum quality, staff development and operational leadership. Programme Leaders work closely with the Head of Faculty to lead curriculum teams, coordinate quality assurance processes, support continuous improvement and ensure programmes meet the needs of learners, employers, awarding bodies and College priorities.

Key Responsibilities

- Deliver teaching, learning, and assessment in line with College, awarding body, and regulatory requirements, supporting student progress, achievement, and positive outcomes, including cover where required.
- Lead and coordinate teaching, learning and assessment activities across the curriculum area, ensuring delivery meets College, awarding body and regulatory requirements
- Support and develop Programme Tutors to maintain high standards of teaching, learning, assessment and student outcomes
- Monitor attendance, engagement, retention, achievement, progression and other key performance indicators, taking action to address concerns and drive improvement
- Lead curriculum planning, course review, assessment planning, standardisation, internal verification and other quality assurance activities
- Ensure inclusive curriculum delivery that supports learners with SEND through effective differentiation, reasonable adjustments and appropriate support strategies
- Maintain accurate curriculum, quality and learner records in line with College and compliance requirements
- Use systems, data and performance information effectively to support planning, forecasting, quality improvement and risk management activities
- Work collaboratively with support services, safeguarding teams and cross-college departments to support learner success and wellbeing

- Participate in self-assessment, quality improvement planning and other continuous improvement activities within the curriculum area
- Contribute to curriculum promotion, learner recruitment, interviews, open events and progression activities
- Maintain professional, teaching and vocational currency through continuous professional development
- Actively promote safeguarding, equality, diversity and inclusion, escalating concerns appropriately in line with College procedures
- Support the day-to-day coordination, mentoring and performance development of staff within the curriculum area
- Contribute to self-assessment reporting and quality improvement planning to support continuous improvement across the curriculum area
- Monitor and drive improvements in recruitment, retention, achievement, progression and student outcomes across the curriculum area
- Contribute to self-assessment reporting and quality improvement planning to support continuous improvement across the curriculum area
- Work flexibly to support College operations, including evenings, open days and weekends where required

General Responsibilities

- Act as a positive role model for students, colleagues, and stakeholders, supporting the College's vision of investing in futures and its purpose of empowering potential and achieving success.
- Work in accordance with the College's policies, procedures, regulations, and codes of conduct at all times.
- Contribute to the delivery of College strategic priorities and continuous improvement objectives.
- Undertake duties appropriate to the role and grade, as reasonably required to meet service needs.
- Take responsibility for ongoing professional and vocational development, actively participating in appraisal, training, and development activities.
- Work flexibly to support College operations, which may include evenings, open days, or weekends, depending on the role.
- 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.

Prepared by:	J Manship	Date:	11.05.26
Reviewed by		Date:	
Reviewed by:		Date:	



PERSON SPECIFICATION

POST: Programme Leader-

Our person specifications set out what matters to us and what success looks like, informed by our commitment to our values.

We know that skills and experience can be demonstrated in different ways and encourage you to use the specification as a guide when telling us about your suitability. We are committed to high standards, inclusion, and equality and welcome applications from everyone who shares our purpose.

Essential Qualifications	Assessed by:
A recognised teaching qualification at level 5 or above	Application
GCSE Maths and English Grade 4/C or equivalent	Application
A subject qualification in a relevant vocational area, at level 3 or above	Application
Desirable Qualifications	
A degree or working towards	Application
Essential Skills, Knowledge and Experience	
A minimum of 5 years relevant industry experience for computing vocational teaching roles	Application
Experience of working with young people in a learning environment	Application/Interview
Demonstrates strong interpersonal skills and communication skills	Application/Interview
Comprehensive knowledge of the curriculum specialty, including industry links	Application/Interview
Ability to deliver teaching, learning and assessment that meets the required quality standards and supports learner progress and achievement	Application/Interview
Ability to adapt delivery to meet the needs of learners with SEND	Application/Interview
Ability to work collaboratively with colleagues to maintain consistent standards and contribute to quality improvement activities	Application/Interview
Can inspire learners using exciting and relevant teaching and learning approaches	Application/Interview
Ability to use systems, learning environments and resources effectively	Application/Interview

Work effectively with internal teams and external partners to support curriculum quality, awarding body requirements and learner outcomes	Application/Interview
Experience of successfully leading or coordinating curriculum delivery within Further Education or a related environment	Application/Interview
Strong understanding of curriculum planning, quality assurance, assessment and verification processes	Application/Interview
Experience of supporting and developing staff to improve teaching, learning and assessment practices	Application/Interview
Ability to analyse data and key performance indicators to identify risks and support quality improvement activities	Application/Interview
Desirable Skills, Knowledge and Experience	
An understanding of the issues of social and cultural diversity for curriculum development and delivery	Application/Interview
Other Essential Requirements	
Ability to work occasional evenings, Saturdays, on a rota basis as required	Interview
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	Application/Interview/ Onboarding