

JOB TITLE: Programme Leader - Business

ROLE OVERVIEW

Job Title: Programme Leader - Business

Grade: £29,152 - £41,365 per annum plus excellent benefits

Contract: Permanent

Faculty: Business, Tourism and Adventure

Responsible to: Head of Faculty

KEY ROLE OBJECTIVES

Provide an outstanding student experience through teaching, learning and assessment, enabling students to maximise their potential and progression. Lead aspects of learning and pro-actively engage in developing our Business curriculum as well as provide pastoral support.

MAIN RESPONSIBILITIES

1. Provide teaching, learning and assessment.
2. Act as Tutor to groups of students.
3. Support in the coordination of a course or selected area / module

1. TEACHING, LEARNING, AND ASSESSMENT:

- 1.1 Participate in the interviewing, enrolment, and induction of students.
- 1.2 Provide teaching and learning whether in the classroom or a workshop.
- 1.3 Prepare schemes of work, lesson, and assessment plans.
- 1.4 Provide ongoing assessment and feedback to students by setting and marking work both relevant and appropriate with the course.
- 1.5 Provide appropriate academic and/or vocational support to individual students, referring them, where appropriate, to other agencies.
- 1.6 Contribute to the wider enrichment of students.
- 1.7 Contribute to the maintenance of an effective, efficient, and professional learning environment.
- 1.8 Ensure resource material and teaching reflect best practice, contributing to the quality of provision as measured by retention, attendance, success rates, grades and value added.
- 1.9 Participate in appropriate quality assurance procedures.
- 1.10 Prepare learners for a range of accreditation and assessments.
- 1.11 Maintain accurate and detailed student records, including setting targets, grades, monitoring and reviewing progress and contributing to reports and references.
- 1.12 Set and monitor Personal Targets and eILPs according to Faculty and College Policy.

- 1.13 Participate in parents' evenings, open evenings, recruitment, trade events, conferences, and other marketing events.

2. TUTOR

- 2.1 2.1 Provide time-tabled and funded, academic, vocational, and pastoral support to students.
- 2.2 Provide teaching, learning, and tutoring on both a group and one to one basis.
- 2.3 Maintain links with employers, parents, examination boards and take responsibility for the day-to-day needs of the students, including parents' evenings and guidance evenings.

3. PROGRAMME LEADERSHIP

- 3.1 Provide inspirational leadership of learning within a subject/programme area.
- 3.2 Contribute in part to the leadership of a programme area within the curriculum offer.
- 3.3 Contribute to the formation and monitoring of programmes of study and to write elements of the curriculum rationale.
- 3.4 Link with, inform and support Associate Lecturers within the programme area.
- 3.5 Contribute proactively to the quality assurance and the quality improvement of the programme, area, and faculty self-assessment.
- 3.6 Contribute to the development of the subject/programme area, faculty and the College's strategic direction.

MANDATORY DUTIES

1. Responsibility for safeguarding and promoting the welfare of children, young people and vulnerable adults that use the centre.
2. Commitment to Equal Opportunities.

ADDITIONAL DUTIES

To undertake such additional duties as may be reasonably required commensurate with the level of responsibility within the College at the initial place of work or any other of the College's sites within the Exeter area.

This job description is current at the below date. In consultation with the post holder it is liable to variation by the College to reflect actual, contemplated or proposed changes in or to the job.

Reviewed: October 2023

Person Specification

JOB TITLE – Programme Leader - Business

Assessment Criteria

- Evaluated on application form (A) and/or interview (I)

Experience

Essential Criteria:

- Teaching experience in Secondary, Further Education or Higher Education (A/I)

Desirable Criteria:

- Recent experience within industry (A/I)
- Experience as a course tutor (A/I)
- Experience working in partnership with employers (A/I)
- Experience of teaching Business courses at Level 3 (A/I)

Skills & Abilities

Essential Criteria

- Excellent verbal and written communication skills (A/I)
- Ability to deliver inspiring lessons which motivate students to learn (A/I)
- Able to set challenging but realistic targets and support students to achieve target grades (A/I)

Desirable Criteria

- Knowledge of Microsoft Word, and PowerPoint (A/I)

Personal Qualities

Essential Criteria:

- Ability to work in a team and on own initiative (I)
- Ability to work to tight deadlines and changing priorities (I)
- Willingness and ability to adapt personal role as circumstances change (I)

Desirable Criteria:

- Willingness to undertake further training if necessary (A/I)

Qualifications

Essential Criteria

- L3 Award (PTLS) / Cert Ed/PGCE (A)
- Qualifications in Business and/or Finance (A/I)

Desirable Criteria

- Commercial courses (up-to-date techniques) (A)

Mandatory Requirement

Essential Criteria

- Commitment to safeguarding and promoting the welfare of children and adults (I)
- Responsibility for promoting equality of opportunity and access to all, irrespective of age, background, race, gender, religion, ability, disability, or sexuality. (I)

Reviewed: October 2023

OUR VALUES ARE WHAT MAKE US, US!

VISION: To be an exceptional College

MISSION: To shape futures by delivering world-class education and training for our city and region

AMBITION

- We are challenged and encouraged to push boundaries to enable us to realise our ambitions
- We are brave and take decisions that transform lives and foster achievement for all
- We are agile, future-focused and embrace digital technology and learning
- We believe in impact; we are passionate about our community and environment and continue to make big changes in order to play our part in creating a sustainable city and College

COLLABORATION

- We collaborate with others to ensure we grow, thrive and initiate brilliance
- We are bold and innovative; we listen to and learn from others in pursuit of the exceptional
- We care about place; we collaborate with others to ensure success for our community that has national impact
- We believe that we are stronger together and actively seek out partnerships that make a difference and help us enrich our College

ENERGY

- Our expertise, passion and actions energise and enthuse those around us
- We care and support our people and our community. We believe that we excel when we are empowered, engaged and enjoy our time at College
- We are curious; we focus on solutions, not problems
- We are proud of our achievements and actively seek out opportunities to celebrate these and set ourselves our next challenge.