

JOB TITLE:

Programme Leader – Computer Science

ROLE OVERVIEW

Job Title: Programme Leader –
Computer Science

Grade: Programme Leader

Contact Hours: Annual maximum:
864 hours, weekly maximum 26 (pro-
rata 0.6)

Contract: Permanent

Faculty: Maths & Science

Responsible to: Head of Faculty

KEY ROLE OBJECTIVES

Provide an outstanding student experience through teaching, learning and assessment, enabling students to maximise their potential. Provide pastoral support to groups of learners. Lead aspects of learning and pro-actively engage in quality assurance.

To undertake assigned duties and responsibilities effectively and efficiently, ensuring that all actions are discharged within the regulatory and legislative requirements to which the college is subject, and

- with full regard for the college's equality, diversity and health and safety requirements;
- to achieve individual and team targets assigned through the college's annual planning and staff performance review processes;
- within the approved income and expenditure budgets;
- subject to the college's approved strategies, policies and procedures.

MAIN RESPONSIBILITIES:

1. Provide teaching, learning and assessment.
2. Act as Tutor to groups of students.
3. Lead/co-ordinate learning

1. TEACHING, LEARNING & ASSESSMENT

- 1.1 Participate in the interviewing, enrolment and induction of students.
- 1.2 Provide teaching and learning to groups of students.
- 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 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 assessments and examinations.
- 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 eLPs 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 Provide academic and pastoral support to students.
- 2.2 Provide tutoring on both a group and one-to-one basis.
- 2.3 Maintain links with colleagues, 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 Working under a Curriculum Area Manager, 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 colleagues of any shared groups, including 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, in line with Faculty priorities and the College's strategic direction.

MANDATORY DUTIES

1. Responsibility for safeguarding and promoting the welfare of children and vulnerable adults in college.
2. Commitment to equal opportunities.
3. Commitment to British Values and the Prevent Agenda.

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.

To promote and conduct your professional duties and responsibilities within the parameters of the colleges agreed values and aims.

This job description is current at the review 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: January 2023

Person Specification

JOB TITLE – PROGRAMME LEADER – COMPUTER SCIENCE

Assessment Criteria

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

Experience

Essential Criteria:

- Ability to passionately teach Computer Science to level 3 across a range of qualifications (A/I/M)

Desirable Criteria

- Experience teaching 16+ learners, ideally with experience of acting as a tutor and of the UCAS process (A/I)
- Experience in the use of information technology in Teaching, Learning and Assessment (I/M)
- Experience of effectively tracking and monitoring students' progress (A/I)

Skills and Abilities

Essential Criteria:

- Excellent written and oral communication skills (A/I)
- Organisational ability, for example to prioritise key tasks and manage time effectively and efficiently (A/I)

Personal Qualities

Essential Criteria:

- A commitment to continually improve your teaching, learning and assessment practice with a willingness to undertake further training if necessary (A/I/M)
- Ability to enthuse and empathise with students (A/I/M)
- Ability to work on own initiative and as part of a team with a flexible and versatile attitude to working arrangements (A/I)

Qualifications

Essential Criteria:

- Degree in a relevant subject area (A)
- Teaching qualification or working towards a qualification (A)

Mandatory Requirements

Essential Criteria:

- Commitment to safeguarding (including Prevent) and promoting the welfare of children and vulnerable adults (I)
- Commitment to equal opportunities (I)

Reviewed: January 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.