

## JOB TITLE: Programme Leader

### ROLE OVERVIEW

<b>Job Title:</b>	Programme Leader – IT
<b>Grade:</b>	Programme Leader
<b>Contact Hours:</b>	Annual maximum: 864 hours Weekly maximum: 26 hours
<b>Activity:</b>	Regulated
<b>Faculty:</b>	Information Technology
<b>Responsible to:</b>	Head of Faculty

### KEY ROLE OBJECTIVES

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

### MAIN RESPONSIBILITIES:

1. Provide teaching, learning and assessment.
2. Act as Tutor to groups of students.
3. Lead/co-ordinate learning.
4. Coordinate communications with external agencies.

### 1. TEACHING, LEARNING & 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 and demonstrate effective differentiation.
- 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 electronic Individual Learning Plans according to Faculty and College Policy.
- 1.13 Participate in parents' evenings, open evenings, recruitment, trade events, conferences and other marketing events.
- 1.14 Pro-actively encourage employers to engage with the curriculum be that through industry visits, guest speakers or help with curriculum design.

## **2. TUTOR**

- 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.
- 2.4 Provide information, advice and guidance to ensure all students progress onto education, training or employment.

## **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.

## ADDITIONAL DUTIES

- 4.1 Promote a teaching, learning and working environment that is free from discrimination and where all students and staff are encouraged to express their individuality.
- 4.2 Be responsible for safeguarding and promoting the welfare of students.
- 4.3 Undertake such additional duties as may be reasonably required commensurate with the level of responsibility within the College at any of the College's sites or place of work.
- 4.4 Promote and conduct your professional duties and responsibilities within the parameters of the college's agreed values and aims.

## 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.

**Reviewed:** October 2023

# Person Specification

## JOB TITLE – PROGRAMME LEADER

### Assessment Criteria

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

### Experience

#### **Essential Criteria:**

- Ability to teach the relevant subject area (A/I)

#### **Desirable Criteria**

- Experience teaching 16+ learners (A/I)
- Knowledge of relevant curriculum reform (A/I)
- Experience of acting as a tutor and of the UCAS process (A/I)
- Ability to teach across a range of qualifications (A/I)
- Experience in the use of information technology in learning (A/I)
- Experience of assessment and course quality processes (A/I)

### Skills and Abilities

#### **Essential Criteria:**

- Excellent written and oral communication skills (A/I)
- Ability to prioritise key tasks and manage time and demands effectively and efficiently (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 (A/I)
- Enthusiasm for your subject and ability to enthuse students (A/I)
- Empathy with learners (A/I)
- Ability to work on own initiative and as part of a team (A/I)
- A flexible and versatile attitude to working arrangements (A/I)
- Willingness to undertake further training if necessary (A/I)

## Qualifications

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### **Essential Criteria:**

- Level 4 qualification in relevant area (A)
- Teaching qualification or working towards a qualification (A)

## Mandatory Requirements

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### **Essential Criteria:**

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