



JOB DESCRIPTION

Title:	Programme Leader
Grade:	Programme Leader
Activity:	Regulated
Contact Hours:	Annual maximum: 864 hours, weekly maximum; 26
Responsible to:	Head of Faculty

Job Purpose

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

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, workshop or off site.
- 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 EHCPs 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 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 parent's evenings and guidance evenings.
- 2.4 Attend EHCP meetings and contribute to the review process.

3. Programme leadership

- 3.1 Provide inspirational leadership of learning within a subject/programme area.
- 3.2 Contribute to the leadership of a programme area and the level one programmes as a whole.
- 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 and learning Assistants 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.

4. **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 colleges agreed values and aims.

PERSON SPECIFICATION: PROGRAMME LEADER - LEVEL 1

	Essential	How Identified*	Desirable	How Identified*
<u>Experience</u>	<ul style="list-style-type: none"> ➤ Experience of working with young people with varied levels of ability. ➤ Responsible for training and motivating others daily. ➤ Good knowledge of teaching a relevant Curriculum. ➤ Experience of tutoring and related responsibilities. ➤ Knowledge of behavioural management techniques. 	<p align="center">A/I</p> <p align="center">A/I</p> <p align="center">A/I</p> <p align="center">A/I</p> <p align="center">A/I</p>	<p>Experience of managing groups of students safely outside the classroom.</p> <p>Experience of teaching English and Maths (FS/GCSE)</p>	<p align="center">A</p> <p align="center">A</p>
<u>Skills & Abilities</u>	<ul style="list-style-type: none"> ➤ Excellent verbal and written communication skills. ➤ Organisation and scheduling skills. ➤ Ability to carry out administrative tasks promptly and effectively. ➤ Accuracy and attention to detail. 	<p align="center">A/I</p> <p align="center">I</p> <p align="center">I</p> <p align="center">A/I</p>	<ul style="list-style-type: none"> ➤ Knowledge of Microsoft Word, Excel, Access, PowerPoint and Outlook. ➤ Teams, Office 365, Sway, Class notebook, Moodle and Flipgrid 	<p align="center">A/I</p> <p align="center">A</p>

	Essential	How Identified*	Desirable	How Identified*
<u>Qualifications</u>	<ul style="list-style-type: none"> ➤ A specialist degree or related qualification/ experience. ➤ PGCE/Cert Ed. 	<p style="text-align: center;">A</p> <p style="text-align: center;">A</p>	<ul style="list-style-type: none"> ➤ Qualifications related to the work of the course delivery (health and safety and outdoor leadership) ➤ Minibus driving licence 	<p style="text-align: center;">A</p> <p style="text-align: center;">A</p>
<u>Personal Qualities</u>	<ul style="list-style-type: none"> ➤ Clear and ambitious vision for providing high quality, inclusive education. ➤ Ability to work in a team and on own initiative with limited supervision. ➤ A flexible and versatile attitude to working arrangements. ➤ Ability to work to tight deadlines and changing priorities. 	<p style="text-align: center;">I</p> <p style="text-align: center;">I</p> <p style="text-align: center;">A/I</p> <p style="text-align: center;">A/I</p>	<ul style="list-style-type: none"> ➤ Willingness to undertake further training if necessary. 	<p style="text-align: center;">A/I</p>
<u>Mandatory Requirements</u>	<ul style="list-style-type: none"> ➤ Commitment to safeguarding and promoting the welfare of children and vulnerable adults in College ➤ Commitment to equal opportunities 	<p style="text-align: center;">I</p> <p style="text-align: center;">I</p>		

***Key:**

A = Application Form

I = Interview