



JOB DESCRIPTION

Oldham College

Job Title:	Programme Tutor in Business, Administration and Marketing		
Department:	CUFP	Job Ref:	
Grade:	23-30	Position Type:	Academic
Responsible to:	Oldham College	Responsible for:	Teaching, Learning and Assessment

Job Description

Main Purpose of Role

- To contribute to the promotion of excellence in teaching/support, learning and assessment, working as part of a team in the Faculty.
- To be responsible for the organisation of teaching/support and learning for a specific assignment of learners.
- To promote and provide excellent customer service internally and externally in all areas of the role.

Main Duties and Responsibilities:

1. Preparation and Teaching

- Ensure learners are set targets that add value, enable the achievement of stretching learning goals and are provided with the necessary support to assist them in successfully completing their programmes.
- Be aware of Key Performance Indicators and targets within the area and monitor regularly.
- Develop innovative and stimulating teaching, learning and assessment materials for use in a range of delivery modes, in addition to a commitment to teaching and learning development, e.g. peer observation and CPD related activity.
- Design and deliver a flexible and relevant range of provision to meet the needs of the learners, employers and members of the communities of Oldham.
- Maintain familiarity with the changing demands of the curriculum, assessment and customer needs and reflect these changes in the design, delivery and assessment.
- Have up-to-date Programme Specifications and Schemes of Work for all courses/classes taught and prepare suitable teaching materials for delivery of courses.
- Maintain current and appropriate resources for all course units on the College VLE and develop flexible opportunities for delivery and catch up.
- Prepare suitable materials/activities for independent and differentiated learning ensuring students have guided access to materials/activities relevant to their courses.

2. Student Progress & Achievement

- Ensure that all administrative records, systems and support requirements e.g. examinations entries are accurately maintained to meet the requirements/ standards internally and by external agencies.

3. Curriculum Development and Quality Assurance

- Participate in the development and delivery of Faculty and Cross College marketing and promotion activities.
- Maintain systems for course and student management including the pastoral entitlement, VITAL, progress reviewing, maintaining ILP's, internal and external verifications, and Quality Assurance Processes.
- Where appropriate be a subject/personal tutor to a group or groups of students and fulfill the associated responsibilities regarding target setting, reviewing progress, guidance and counseling, action planning, feedback and progression guidance and support, etc.
- Undertake IV as required.
- Enroll students and complete registers in a timely manner.
- Improve quality in area of responsibility through actions following feedback of students, line manager, peers and quality processes.
- Participate in Faculty and Cross-college development initiatives including, as required, show-casing teaching and learning materials/methods used within own courses.
- Maintain an awareness of Health and Safety at all times and ensure that students are aware of safe practices and procedures.

4. Team Responsibilities

- Maintain professional and vocational currency through CPD, professional updating & contribute to the development of others as required.
- Ensure that equality of opportunity is fully reflected in all aspects of the work.
- Observe and actively promote College policies and external legal requirements with regard to: financial regulations; health and safety; the students' charter; equal opportunities and other appropriate statutory obligations.

General

- All employees of Oldham College Corporation are required to actively promote and work within the policies, procedures, regulations and codes of conduct of the Corporation.
- All employees of the Corporation are required to work within and contribute to the achievement of the College strategic plan.
- To undertake such other duties that may be reasonably required commensurate with grade.
- Be committed to personal professional/vocational development and participate in the College's appraisal process and training and development activities as required. All employees of the Corporation are required to undertake such professional development and skills updating as required by the College and/or required by the changing demands of their role.
- To work flexibly, which may include evenings, open days, and possibly weekends.

Equality and Diversity:

- It is the responsibility of the post holder to promote equality and diversity throughout the College.
- The post holder will undertake their duties in full accordance with the College's policies and procedures relating to equal opportunity and diversity.

Health and Safety:

- To promote health, safety and welfare throughout the College.
- To undertake their duties and responsibilities in full accordance with the College's Health and Safety Policy and Procedures.

Safeguarding Children and Vulnerable Adults:

The College is committed to providing a safe environment in which children, young people and vulnerable adults can develop educationally, socially and emotionally, free from abuse, and expects all members of staff to share this commitment.

- 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.

This job description is a summary of the key areas of responsibility. It is not a definitive list. The details contained in this job description, particularly the principal accountabilities, reflect the content of the job at the date the job description was prepared. It should be remembered however, that over time, the nature of individual jobs will inevitably change; existing duties may be lost, and other duties may be gained without changing the general character of the duties of the level of responsibility entailed. You are required to work flexibly to meet the needs of the service and along with your line manager, make suggestions to vary the scope and application of your responsibilities within a reasonable framework appropriate to this level of post.

The College will expect to revise this job description from time to time and will consult with the post holder at the appropriate time.

Prepared By:	Head of Faculty	Date:	07/07/2023
Reviewed By:	Director	Date:	07/07/2023
Reviewed By:	Vice Principal	Date:	07/07/2023
Reviewed by:	Amy Driscoll	Date:	May 2025

PERSON SPECIFICATION

POST:

The following person specification has been developed to provide candidates with a general understanding of the main standards of competence and experience we believe are essential to successful performance in this job role.

You should, therefore address these key areas in your application, providing evidence wherever possible.

The College takes very seriously its commitment to serving our students, staff and the wider community through staff who are themselves motivated towards delivering a quality service and whose approach at all times reflects a professional customer care-oriented approach. We regard these qualities as essential and will only appoint staff who can support the College in promoting an ethos of equality for all within our developing multicultural diverse organisation.

Assessment: Items marked with a * are short-listing criteria, all other criterion will be assessed at interview and/or by other assessment methods.

<u>Skills, Knowledge & Experience</u> ESSENTIAL:	Short-listing criteria - evidence Required *
A degree or equivalent in a related subject.	*
Experience of working with challenging young people who either lack motivation, self-esteem or who have learning difficulties.	*
Relevant experience of working within industry	*
<u>Qualifications</u> ESSENTIAL:	
A degree or equivalent in a related subject.	*
A recognised teaching qualification.	*
<u>Qualifications</u> DESIRABLE:	
Recognised industry professional body membership	*
<u>Other Work-Related Requirements</u> ESSENTIAL:	
Ability to work occasional evenings, Saturdays, on a rota basis as required	*
Can inspire learners using exciting and relevant teaching and learning approaches.	*
Good understanding of learner and customer needs and a track record of developing and delivering a high-quality outcome for learners.	
Track record of quality improvement.	*
Experience of raising recruitment, retention and achievement rates of students	
Good understanding of the current Government & national priorities for FE and skills agenda and impact on own curriculum area.	
Evidence of providing a high-quality learning experience including effective use of ILT in delivery and design.	
Experience of applying successful differentiation and personalisation in the learning environment.	*

Record of assessing / verifying to highest awarding body standards.	
Managing Self ESSENTIAL:	
Able to manage time effectively and prioritise work to meet deadlines at self/team and cross college level.	
Understand what constitutes excellence in teaching, learning and assessment and demonstrates proactive approach to addressing own CPD to achieve excellence.	*
Successfully achieving balance between work priorities and assuring own health & wellbeing.	
Cross College contribution	
Experience of leading or participating in multi-disciplinary teams to resolve Department/organisational problems.	
Able to adapt own style / use appropriate interpersonal styles and communication methods to influence and build effective relationships both internally and externally.	*
An understanding of the issues of social and cultural diversity for curriculum development and delivery.	*
Managing Systems and Resources	
Demonstrates accurate record keeping in relation to managing learners.	
Track record of excellent information management and use of Key Performance Indicators related to learners and course management.	
Able to use IT to support planning and forecasting activities e.g. gradebook	
Other Criteria	
Must have efficient and cost-effective means of regularly travelling to external venues	
Flexible approach to attendance sometimes outside the normal hours to meet the needs of the College e.g. representing the College at evening functions, WBL visits to employer premises etc.	
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.	