

## **Job Description**

<b>Post:</b>	<b>Programme Leader of Pre-Advanced Maths and English (Community Education)</b>
<b>Salary Grade:</b>	<b>The A range of the SCC Group pay scales. 0.7FTE remissions will be provided to support this role.</b>
<b>Responsible to:</b>	<b>Head of Quality Improvement- Adults</b>

## **Key Purpose:**

<b>1</b>	To be a member of the Curriculum Leadership Team; to support your line manager in the running of provision, deputising when necessary. Specific responsibilities will include development and management of both staff and students within the Pre-advanced maths and English department, in order to provide an outstanding curriculum and learning experience.
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## **College Responsibilities:**

<b>1</b>	To participate in key College processes as required.
<b>2</b>	To act at all times in accordance with College policies e.g. Health and Safety, Equality & Diversity, Inclusion and Quality Assurance.
<b>3</b>	To work flexibly in the interests of the organisation as required.
<b>4</b>	To participate in appraisal and to undertake staff development activities as appropriate.
<b>5</b>	To be responsible for promoting and safeguarding the welfare of children, young people and vulnerable adults you are responsible for, or come into contact with.

## **Role Responsibilities:**

<b>a</b>	Create and maintain outstanding provision within the pre-advanced maths and English department, aligned with the College's Strategic Priorities.
<b>b</b>	Support your line manager in maximising student enrolments each academic year in order to meet funding agreements and achieve growth, including collaboration on enrolment events and admissions processes.
<b>c</b>	Ensure an outstanding quality of teaching and learning across the whole curriculum area through observations, quality interventions and support, sharing good practice, and continuous professional development of staff.
<b>d</b>	Monitor and take appropriate action in respect of key performance indicators, specifically attendance, retention, progress (value added), attainment, English and maths progress, and destinations.
<b>e</b>	Manage a small number of the curriculum area's staff, setting key goals and performance indicators.
<b>f</b>	Ensure appropriate records, registers, staff and student timetables are accurately maintained as required by internal management information systems and external audits.
<b>g</b>	Support your line manager in managing the curriculum area budget

	allocation and provide course costings and information relating to resources, including commercial provision where appropriate, ensuring a quality experience for students.
<b>h</b>	Ensure effective management of the physical resources within a curriculum area and maintain a safe and secure learning environment.
<b>i</b>	Lead on the monitoring of progress of students within the curriculum area and deal with matters relating to their performance, achievement, conduct and behaviour.
<b>j</b>	Promote excellent teaching and effective learning and assessment across the curriculum area, and identify, disseminate and share good practice.
<b>k</b>	Take responsibility for quality improvement within the curriculum area, including leading and overseeing self-assessment.
<b>l</b>	Keep abreast of awarding organisation and national updates, making recommendations for the most appropriate course of action for students and staff.
<b>m</b>	Oversee liaison with validating bodies, awarding bodies, exam boards and professional bodies to ensure compliance with curriculum quality requirements.
<b>n</b>	Work in collaboration with the ESOL department to quality assure the ESOL mathematics provision, student work and outcomes.
<b>o</b>	Regularly travel across all three Community Education venues to be visible and accessible for support and guidance.: Eccles Exchange, M30 OEA/ Broughton Trust, M7 1NY/ Little Hulton Children's Centre, M28 0AU.
<b>p</b>	Support the leadership team at Worsley College in the operational coordination, monitoring and delivery of Pre-advanced maths and English (16-19 and Adults).
<b>q</b>	Co-ordinate and be responsible for the effective administration of assessment, internal and external verification for courses and awards within the curriculum area.
<b>r</b>	Undertake a 0.3FTE teaching commitment in an appropriate specialism; either Pre-advanced mathematics or English.
<b>s</b>	Support your line manager to develop innovative marketing strategies in collaboration with the Marketing Team.
<b>t</b>	Promote Digital Learning strategies and ensure staff fully participate in the use of IT in teaching and learning.
<b>u</b>	Manage, develop and coach a group of staff and lead on curriculum area meetings, staff training and professional development.
<b>v</b>	Work with your line manager to extend external links with relevant agencies; including employers, universities and schools so as to extend student enhancement and enrichment and provide opportunities for meaningful work experience and employability skills opportunities.
<b>w</b>	Carry out other such relevant and appropriate duties your line manager shall from time to time require.

Variations to the job description may be required from time to time and when this arises there will be a discussion with the post holder.

**Post holder to sign and date the job description:**

**Name of the post holder:**

**Line manager to sign and date the job description:**

**Name of the line manager:**

**Person Specification – Programme Leader**

	<b>Essential</b>		<b>Evidence</b>	<b>Desirable</b>		<b>Evidence</b>
Qualification	1.	First degree (or equivalent)	Application	a.	Post graduate qualification	Application / Certificate
	2.	Teaching qualification		b.	Management qualification	
Experience	3.	Experience teaching Pre-advanced maths and/or English- GCSE and/or Functional Skills	Application / Interview	c.	Demonstrate innovative curriculum delivery	Application / Interview
	4.	Experience of supporting and leading a team		d.	Experience of external quality assurance processes as an external moderator/examiner	
	5.	Able to effectively monitor and use data to improve performance		e.		
	6.	Able to demonstrate a strong track record of achievement, added value and success in relation to the learner outcomes and high quality standards		f.		
	7.	Knowledge and understanding of the challenges and current issues in the FE sector, particularly those pertinent to the curriculum area				
	8.	Experience of developing strategies to bring about quality improvement and enhance teaching and learning.				
	9.	Ability to motivate students with different needs and abilities across different age groups.				
	10.					

	11.	Desire to be highly successful and ambitious, with the ability to create vision, motivate and inspire others to perform to the best of their abilities	Application / Interview			
	12.	Excellent leadership skills; with a commitment to high standards				
	13.	Highly developed negotiating, influencing and persuading skills				
	14.	Well-developed skills of analytical reasoning and problem solving				
	15.	Highly developed interpersonal skills				
	16.	Demonstrate a commitment to diversity and ability to promote equal opportunities				
	17.	Excellent organisational skills, being able to prioritise workloads and meet deadlines				
	18.	Value all students equally regardless of ability				
	19.	Demonstrate a commitment to continuous professional development, both own and others				
	20.	Ability to work on own initiative				
	21.	Flexible team player				