



JOB DESCRIPTION

Title:	0.5 PT Programme Leader – Science (Biology or Chemistry Specialism)
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 or a workshop.
- 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 eILPs 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 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. Support students with UCAS references and support for their progression plans

3. Programme leadership

- 3.1. Provide inspirational leadership of learning within a subject/programme area.
- 3.2. Working under the coordinator for Access Science, 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.

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 and observe British Values.
- 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

	Essential	How Identified*	Desirable	How Identified*
Experience	<ul style="list-style-type: none"> ➤ Ability to teach Biology or Chemistry at Level 3. ➤ Understanding of the use of digital technology in learning. 	<p>A/M</p> <p>A/I/M</p>	<ul style="list-style-type: none"> ➤ Experience teaching in a college environment on a range of courses ➤ Experience of assessment and course quality processes ➤ Experience acting as a tutor for 16+ learners ➤ Experience of the UCAS process 	<p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p>
Skills & Abilities	<ul style="list-style-type: none"> ➤ To have a commitment to Teaching and Learning methods so that all students will engage in their learning and be motivated to achieve their potential ➤ Excellent communication skills. ➤ Ability to prioritise key tasks and manage time and tasks effectively and efficiently 	<p>A/I/M</p> <p>A/I/M</p> <p>A/I</p>		

	Essential	How Identified*	Desirable	How Identified*
Qualifications	<ul style="list-style-type: none"> ➤ Degree in Biology or Chemistry or a closely related subject ➤ Teaching qualification or working towards a qualification 	<p>A</p> <p>A</p>		
Personal Qualities	<ul style="list-style-type: none"> ➤ Ability to enthuse students to achieve targets ➤ Empathy with learners and teaching staff ➤ Ability to work on own initiative ➤ A flexible and versatile attitude to working arrangements. ➤ Willingness to undertake further training if necessary. 	<p>A/I/M</p> <p>A/I/M</p> <p>A/I</p> <p>A/I</p> <p>A/I</p>		
Mandatory requirements	<ul style="list-style-type: none"> ➤ Commitment to safeguarding (including Prevent) and promoting the welfare of children and vulnerable adults in College ➤ Commitment to Equal Opportunities and British Values 	<p>I</p> <p>I</p>		

* Key:

A = Application Form

I = Interview

M = Microteach