

Programme Leader – Professional Studies

ROLE OVERVIEW

Job Title: Programme Leader

Grade: Programme Leader

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 proactively engage in quality assurance as well as provide pastoral support.

Main Responsibilities

1. Provide teaching, learning and assessment.
 2. Act as Tutor to groups of students.
 3. Lead/co-ordinate learning
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- 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 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 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, 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.

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.

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.

Mandatory Duties

1. Responsibility for safeguarding and promoting the welfare of children and vulnerable adults in College.
2. Commitment to Equal Opportunities.

Reviewed: July 2025

Person Specification

Programme Leader - Professional Studies

Assessment Criteria

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

Experience

Essential Criteria:

- Teaching and or training experience within the relevant industry (A)
- Experience of achieving targets (A)

Desirable Criteria:

- Experience of developing training solutions (A)
- Experience of delivering high-quality product and service to employers and organisations (A/I)
- Experience of tutoring full-time students (A)

Skills and Abilities

Essential Criteria:

- IT skills (good level of skill with various packages including Word, excel, power point and email) (A/I)
- Ability to teach across a range of different levels and programmes (A/I)
- Ability to motivate students (I)
- Excellent administrative skills (A/I)

Desirable Criteria:

- Ability to deliver related programmes (I)

Personal Qualities

Essential Criteria:

- Ability to organise work and meet deadlines (I)
- Ability to work effectively in a team to meet shared objectives (I)
- Confident, enthusiastic and self-motivated (I)
- Flexible approach to work (I)
- Excellent interpersonal skills (I)
- Enthusiasm for teaching and learning and subject area (I)

Qualifications

Essential Criteria:

- NVQ Level 3 in Civil Engineering or Construction and the Built Environment (A)
- Commitment to achieving a teaching qualification (DTLLS/ Cert Ed/ PGCE) within 3 academic years of joining the college (A)

Desirable Criteria:

- V1 Assessors Award (A)
- A1 Assessors Award (A)
- Teaching qualification (DTTLS/ Cert Ed/ PGCE) (A)

Mandatory Requirements

Essential Criteria:

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

Reviewed: July 2025

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.