



## **JOB DESCRIPTION**

<b>Title:</b>	Programme Leader
<b>Grade:</b>	Programme Leader
<b>Activity:</b>	Regulated
<b>Contact Hours:</b>	Annual maximum: 864 hours, weekly maximum; 26
<b>Responsible to:</b>	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 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.

	Essential	How Identified*	Desirable	How Identified*
<b><u>Experience</u></b>	<p>Recent experience within the Hairdressing industry.</p> <p>Teaching experience.</p>	<p>A/I</p> <p>A/I</p>	<p>Experience as a course tutor.</p>	<p>A/I</p>
<b><u>Skills &amp; Abilities</u></b>	<p>Up-to-date skills and commercial experience.</p> <p>Excellent verbal and written communication skills.</p> <p>Ability to deal with students, staff and visitors.</p> <p>Accuracy and attention to detail.</p>	<p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p>	<p>Knowledge of Microsoft Word, Excel, Access and Powerpoint.</p>	<p>A</p>

	Essential	How Identified*	Desirable	How Identified*
<b><u>Qualifications</u></b>	<p>Cert Ed/PGCE.</p> <p>Qualifications in Hairdressing to Level 3</p> <p>(TAQA) - A1</p> <p>Commercial courses (up-to-date techniques).</p>	<p>A</p> <p>A</p> <p>A</p> <p>A</p>	(IQA) - V1	<p>A</p> <p>A</p> <p>A</p> <p>A</p>
<b><u>Personal Qualities</u></b>	<p>Mature and conscientious approach.</p> <p>Ability to work in a team and on own initiative.</p> <p>Ability to work to tight deadlines and changing priorities.</p> <p>Passion for the industry with up to date industry experience</p> <p>Commitment to Equal Opportunities.</p>	<p>I</p> <p>I</p> <p>I</p> <p>I</p> <p>I</p>	Willingness to undertake further training if necessary.	A/I
<b><u>Mandatory Requirements</u></b>	<p>Willingness and ability to adapt personal role as circumstances change.</p> <p>Commitment to safeguarding and promoting the welfare of</p>	<p>I</p> <p>I</p>		

	children and vulnerable adults in College  Commitment to equal opportunities	I		
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**\*Key: A = Application Form**

**I = Interview**

**T = Test**