

## JOB DESCRIPTION

### JOB IDENTIFICATION

<b>Job Title:</b>	<b>Programme Achievement Manager</b>
<b>Responsible To:</b>	<b>Assistant Principal of Student Services</b>
<b>Department:</b>	<b>Student Services</b>
<b>Salary Grade:</b>	<b>Grade G</b>

### JOB ROLE

The post of the Programme Achievement Manager is critical to the work of the college and its drive to improve student retention, achievement and success rates.

The Programme Achievement Manager will work as an advocate for all students and in particular students at risk by ensuring they have been given every opportunity to succeed within their studies. Attendance and support are the key elements of this role and you will work with learner, teaching staff and Heads of Department to support learners. Driving up attendance and narrowing the gap between attendance for main stream courses and for English and Maths. You will ensure that every support mechanism has been exhausted to keep students on programme.

You will have outstanding teaching and learning skills, high success rates at or above national average, excellent student attendance and retention, have experience of using EBS, pro-achieve and Promonitor.

The Programme Achievement Manager will be accountable to the Assistant Principal for the outcome of their activities; however, the Head of Department will still be responsible for retention and success rates within their area.

A special focus for this Programme Achievement Manager will be Tutorials and having an overview of the tutorial systems and content cross-site.

### KEY DUTIES

<b>No</b>	<b>Description of Duties</b>
1	Work within the student services department to support learners at risk
2	

	Ensure all learners are fully supported by teachers and support teams within their first six weeks at college and that learners have been given appropriate initial advice and guidance
<b>3</b>	Provide intensive support for students at risk and monitor progress until students are on target to achieve
<b>4</b>	Work closely with students at risk, Heads of Department, teaching staff and college support teams to identify strategies to support and keep each student on their programme
<b>5</b>	Keep extensive monitoring records, learning plans and progress updates for at risk students
<b>6</b>	Ensure Promonitor has been updated for students at risk by teaching staff, targets are helpful and support learners to improve, progress updates are completed and comments show how teachers are supporting students at risk
<b>7</b>	Work with cross college support teams to identify opportunities to support students, welfare, study link, additional learning support teams and advice and guidance staff
<b>8</b>	Support students after disciplinary for a period of time to help them re-engage within their studies and college life
<b>9</b>	Support the development of the tutorial system cross-site including looking at content; delivery methods; training for staff and monitoring the impact on learners.
<b>10</b>	Meet attendance and retention targets set by SLT
<b>12</b>	Support the implementation of the new Ofsted Tool Kit particularly the areas of participation and development.
<b>13</b>	Line management responsibility for associated staff

## Standard Clauses - all Job Descriptions

- To comply with the College's policies and procedures
- To comply with Sandwell College's safety policy and other safety procedures and guidelines are deemed part of the job description. Employees must look after their own Health & Safety and welfare and be mindful of other persons who may be affected by their acts.

## PERSON SPECIFICATION

### Job Title: Programme Achievement Manager

Candidates will be assessed for shortlist and interviewed against the following criteria.

Shortlisting Criteria		Essential	Desirable
<b>1. Qualifications</b>			
1.1	Minimum Level 3 qualification in Maths and English	✓	
1.2	A minimum level 5 Teaching Qualification	✓	
1.3	Track record of continuous professional development	✓	
<b>2. Experience</b>			
2.1	Proven record of high-quality teaching and learning standards	✓	
2.2	A record of high attendance, learners' achievements as evidenced by learners' retention and achievement rates that are significantly above national average	✓	
2.3	Effective communication skills with students and staff	✓	
2.4	Experience of implementing strategies to support learners at risk to achieve and succeed	✓	
2.5	Experience of effectively using EBS, Pro-achieve and Promonitor	✓	
2.6	Experience of working effectively as part of a team	✓	
2.7	Review the outcome of student surveys	✓	
2.8	Experience of management skills	✓	
<b>3. Skills/Abilities</b>			
3.1	Be able to establish credibility amongst teachers, support teams and with Heads of Departments	✓	
3.2	To act as an advocate to students, exhausting all options of support available and have the ability to objectively assess if teaching staff have proven they have implemented sufficient strategies to support each student at risk	✓	
3.3	The ability to use EBS, Pro-achieve data to analyse attendance, retention and data trends	✓	
3.4	The ability of using e. Tracker to set targets and update progress reports to support learners to improve and achieve	✓	
3.5	Effective communication skills with the ability to motivate, inspire and support students to succeed	✓	
3.6	Excellent organisational, administration and writing skills	✓	

