

JOB DESCRIPTION

Job title:	Assistant Programme Manager of Business (maternity leave cover)
Reports to:	Programme Manager of Business
Salary:	Management Range B: £45,390 - £48,250 per annum (inclusive of London Weighting)
Contract:	Full time, fixed term maternity cover for up to one year

Main responsibilities:

- Provide a high quality learning experience for all students in the programme area.
- Teach A level Business or A level Economics, and Vocational Business courses at a range of levels.
- Implement curriculum development in liaison with the Programme Manager and in line with college and programme area operational plans, raising attainment for A Level Business, Economics and Financial Studies.
- Undertake a line management role in relation to staff in the programme area, as required by the Programme Manager.
- Be responsible for one or more specific areas of programme area activity designated by the Programme Manager to:
 - Implement and develop a programme of information and learning technology within the teaching area
 - Implement and monitor the staff development plan
 - Assist with timetabling and staff deployment including cover when required
 - Assist with staff induction and monitoring
 - Coordinate a range of courses as appropriate
 - Coordinate enrichment activities.
- Be responsible across the programme area to:
 - Assist in the compilation of course reviews
 - Liaise with the Student Support/Tutorials teams
 - Work with the Programme Manager to ensure schemes of work and handbooks are in place
 - Work with the Programme Manager and whole team in producing induction, teaching and learning materials
 - Liaise with different subject teams and the Exams Officers
- Take an active role in setting targets for the programme area, including student recruitment, retention, achievement and progression.
- Liaise with the Programme Manager to manage the programme area's contribution to college marketing events such as open days and school liaison.

- Contribute to the college's marketing process and the development of subject marketing materials.
- Liaise with the Programme Manager to take a lead role in the development, implementation and monitoring of programme area action plans.
- Contribute to internal and external inspections of the programme area.
- Assist the Programme Manager to ensure administrative and procedural requirements are met:
 - Cover for enrolment and results days
 - Check returns as requested by the college information systems team
 - Ensure that awarding body requirements are met
 - Ensure programme area operations comply with Health and Safety requirements
- Manage delegated budgets to ensure the effective and efficient use of resources.
- Participate fully in programme area meetings.
- Contribute to the recruitment and selection of staff within the programme area.
- Ensure that student performance, including retention and achievement, is closely monitored and action taken to address areas of concern.
- Ensure that college policies in relation to student support and enrichment are implemented.
- Provide timely information for the preparation of statistical reports and returns.
- Deputise for the Programme Manager as and when necessary.

General:

- Work within the requirements of the college's established 'Key Features of an Outstanding Programme Area' that reflects the college's operational aims and objectives
- Support the aims and ethos of the college
- Maintain confidentiality and observe data protection and associated guidelines where appropriate
- Maintain an awareness of Safeguarding Children initiatives and undertake training as required
- Undertake any staff development (INSET/CPD) relevant to the needs of the post
- Comply with health and safety regulations associated with the post and employment at the college

- Promote college policies in line with our strong commitment to achieving equality of opportunity for students and in the employment of and care for staff
- Contribute to the college's quality improvement framework through participation in appraisal and performance review
- Understand, comply and promote college policies in own area of work, and undertake any appropriate training to assist this process
- Carry out any other duties commensurate with the grade and general responsibilities of the post

Other Information

Contract/Hours: This is a full time and fixed term post to cover a period of maternity leave for up to one year.

Person Specification
Assistant Programme Manager of Business (maternity leave cover)

Criteria for Selection	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> Graduate status or equivalent in a relevant subject area PGCE or equivalent 	
Experience	<ul style="list-style-type: none"> Experience of teaching Post-16 education Successful record of curriculum development and or project development. Evidence of substantial excellent practice in one or more courses within the programme area or in a cross college role A proven track record of raising student progress and attainment. 	<ul style="list-style-type: none"> BTEC internal verification
Skills and Abilities	<ul style="list-style-type: none"> Ability to lead a team effectively and Ability to set, achieve and maintain high performance standards Ability to work collaboratively with others and also work effectively within a team Ability to assess, record and report student achievement Ability to prioritise and work to deadlines Good classroom management Excellent communication skills, both oral and written Good organisational and administration skills Effective IT skills relevant to teaching courses within the programme area 	<ul style="list-style-type: none"> Evidence of continued personal development
Specialist Knowledge	<ul style="list-style-type: none"> Extensive knowledge of one or more courses within the programme area Understanding of wider educational developments nationally and their implications for the college Understanding of the LSC funding environment 	
Other Requirements	<ul style="list-style-type: none"> Awareness and commitment to equality and diversity, safeguarding and health and safety 	