# Job Description

**Title:** Programme Leader (Teacher of Law)

**Grade:** Programme Leader

**Activity:** Regulated

**Contact Hours:** Annual maximum: 864 hours, weekly maximum; 26 (pro rata if the role is part time)

**Responsible to:** Head of Faculty

## Key role objectives

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 Duties

The post holder will:

### 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.

## Mandatory Duties

1.  Responsibility for safeguarding and promoting the welfare of children and vulnerable adults.

2.  Responsibility for promoting equality of opportunity and access to all, irrespective of age, background, race, gender, religion, ability, disability or sexuality.

## Additional Duties

To undertake such additional duties as may be reasonably required commensurate with the level of responsibility within the College at the initial place of work or any other of the College's sites within the Exeter area and may need to travel overseas.

Reviewed: April 2018

# Person Specification

## Programme Leader – Law

| Criteria | | How Evaluated | |
|---|---|---|---|
| | | **Application** | **Interview** |
| **Experience** | **Essential:** | | |
| | - Teaching experience ideally in an FE environment | ✓ | ✓ |
| | - Experience as a personal tutor | ✓ | ✓ |
| | **Desirable:** | ✓ | ✓ |
| | - Familiarity with relevant A Level and IB specifications | | |
| | - Record of outstanding student achievement | ✓ | ✓ |
| **Skills & Abilities** | **Essential:** | | |
| | - Excellent verbal and written communication skills with learners, colleagues and parents | ✓ | ✓ |
| | - Developing and delivering creative SOW/ curriculum | ✓ | ✓ |
| | - Evidence of successfully sharing good practice | ✓ | ✓ |
| | - An ability to teach across the full range of Law courses offered within the Faculty | ✓ | ✓ |
| | **Desirable:** | | |
| | - Ability to teach another Humanities subject | ✓ | ✓ |
| | - Innovative use of IT in teaching practice | ✓ | ✓ |

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|---|---|---|---|
| **Qualifications** | **Essential:** | | |
| | - A specialist degree or related qualifications or experience | ✓ | |
| | - Teaching qualification – or working towards one | ✓ | |
| **Personal Qualities** | **Essential:** | | |
| | - Ability to work in a team and on own initiative with limited supervision | ✓ | ✓ |
| | - Willingness to undertake further training if necessary | | ✓ |
| | - A flexible and versatile attitude to working arrangements | | ✓ |
| **Mandatory requirements** | **Essential:** | | |
| | - Commitment to safeguarding and promoting the welfare of children and vulnerable adults in College | | ✓ |
| | - Commitment to equal opportunities | | ✓ |

**Reviewed:** September 2019