

Job description:  
**Programme Area Manager Community Learning and Contracts**

<b>Status</b>	<b>Permanent</b>
<b>Base</b>	<b>Stockwell</b> <i>Post holder may be required to work across College sites and at other locations</i>
<b>Salary</b>	Circa £42,808 including LWA per annum
<b>Hours of work (per week)</b>	36 hours per week
<b>Reports to</b>	Head of School: Community Learning
<b>Manager to</b>	Careers and IAG Officer (1)

**ROLE PURPOSE**

The post holder will be instrumental in broadening our reach, building strategic partnerships, and improving overall programme effectiveness. He / she will support the Head of school: Community Learning in developing and implementing outreach initiatives, cultivating relationships with key stakeholders, and managing partnerships that support the college mission and goals.

The post holder will contribute to the teaching of courses within the programme area, with the hours to be taught reviewed on an annual basis by the Head of School as required by the college-wide curriculum plan.

## MAIN ACCOUNTABILITIES

1. Identify and cultivate partnerships that support that align with college goals and mission.
2. Develop and maintain partnerships with external organisations, and other relevant stakeholders.
3. Collaborate with cross-college teams to evaluate potential partnerships and ensure alignment with organisational priorities.
4. Create and implement extensive outreach strategies to raise awareness of our programmes and initiatives.
5. Engage target audiences through multiple communication channels, such as social media, events, and community outreach programmes.
6. Monitor and assess the success of outreach initiatives, making adjustments as necessary.
7. Fulfil administrative duties as required to ensure the effective running of the programme area, responding to course enquiries where appropriate, taking part in open days, interviewing students etc.
8. Ensure the appropriate rooming of classes and manage any rooming issues relating to the programme area as required.
9. Contribute to the development and procurement of materials and resources to support curriculum development and teaching and learning.
10. Manage the organisation and displays within classrooms dedicated to or shared by the programme area, ensuring they are a comfortable and stimulating environment for learning with well organised, accessible, up-to-date teaching resources
11. Contribute to the College's self-assessment process, including supporting the Head of School: Community Learning in analysing data and drafting appropriate sections of the Self-Assessment Report (SAR) and Quality Enhancement plan (QEP).
12. Identify areas of need in relation to CPD for the programme area and contribute to or deliver relevant training and staff development opportunities.
13. Ensure that the programme area is responsive to students needs and that excellent customer care is given. Place learners in classes appropriate to their requirements and ability, liaise with colleagues within the curriculum area as necessary and/or refer learners to internal departments (e.g. ALS or Learner Services) and external agencies as appropriate.
14. Investigate, respond and act on student complaints appropriately and in accordance with College procedure, liaising with the Head of School: Community Learning and Quality Manager as appropriate.

15. In conjunction with appropriate College staff, organise exhibitions, performances, displays of work etc. to celebrate achievement as appropriate.
16. Liaise with the Student Services team and other Professional Services areas to ensure the smooth running of the programme area.
17. Participate in the annual curriculum review and development process, assessing trends and student feedback. Propose developments to the programme area's portfolio of programmes/ courses which may be attractive and relevant to students and potential students and which could widen participation develop an inclusive learning environment and increase fee income.
18. Undertake observations of learning, teaching and assessment. Provide tutors with relevant constructive feedback and appropriate action plans to assist them in developing their practice. Follow up action plans progress and provide on-going support and guidance as required.
19. Assist with the development of coherent study routes within the programme area, including developing student programme handbooks and module/unit guides where appropriate and liaise with other relevant curriculum areas within the college to investigate potential progression routes, internally or externally
20. Work with the Marketing and MIS departments to produce content for publicity materials, including for digital media.
21. Proactively promote the programme area's portfolio of programmes/ courses to different audiences and potential students, liaising with the Marketing and Communications department as required. Develop significant links to further enhance and expand the offer, its reputation and increase revenue growth.
22. Ensure that programme area-specific content is maintained on the website and intranet, liaising with the School administrators and the Marketing and Communications Department to keep content up-to-date.
23. Develop and maintain relationships with appropriate external organisations to develop business and assist with curriculum development and student employability where appropriate.
24. With the Head of School: Community Learning, lead on the recruitment and selection of relevant staff for the programme area where appropriate.
25. Contribute to maintaining clear communication with staff by establishing systems for two-way communication.
26. Organise team meetings, setting the agenda and ensuring notes are taken. Undertake one to one meeting with staff where appropriate
27. Provide support and guidance to staff; facilitate training by liaising with the Head of School: Community Learning and Human Resources as appropriate.
28. Ensure appropriate and timely information is provided to Human Resources and Finance to ensure the accurate contracting and payment of staff.

## **General College Responsibilities**

- All College employees, irrespective of their role and level of seniority in the College are expected to be familiar with and adhere to these responsibilities:
- We put respect and kindness first, valuing our differences, richness of experience and the contribution we all make. We take time to get to know each other and are inclusive
- We understand and promote with staff and students the importance of safeguarding the welfare of children and vulnerable adults that they are responsible for or come into contact with
- We ensure we comply with the requirements of health and safety regulations to ensure our own wellbeing and that of our colleagues
- We promote and comply with all Morley College London policies and procedures, ensuring that our service delivery and treatment of others is fair and inclusive
- We ensure confidentiality at all times, only releasing confidential information obtained during the course of our employment to those acting in an official capacity and in accordance with the provisions of data protection legislation
- We promote equality, diversity and inclusion principles at all times, ensuring that the College's anti-racism and EDI statements are seen in our every-day activities and behaviours
- We are consistently professional in our behaviours, ensuring that integrity is at the heart of delivering our role and demonstrably following the Morley values, putting students at the heart of all we do
- We work to maintain and build the Morley culture of learning, collaboration, creativity and growth
- We adopt a positive, "can do" and solution focused approach , supporting our students and customers and maintaining Morley's reputation for excellence in learning, inclusivity and
- We are personally committed to Continuous Professional Development, working towards annual individual learning goals and keeping up to date on developments within our professional field

## **Manager Responsibilities:**

- We lead and develop our team to support them on their own professional development journey and to ensure that the team's objectives are met
- We provide consistent, objective and fair performance management through regular feedback and one to one meetings; conducting formal reviews and appraisals; setting clear objectives and managing workloads; and identifying and addressing business-focussed training and development needs
- Our management style is supportive and we coach our staff to deliver their objectives and develop in their careers.
- We proactively manage issues related to conduct and capability, ensuring that issues are dealt with in an effective, professional, focused and timely manner

- As a manager in the College, we act as duty managers on a rota basis, and where this includes evening and weekend duties, time off in lieu will be given.

Safeguarding children and vulnerable adults:

- The post holder will be expected to promote with staff and students the importance of safeguarding the welfare of children and vulnerable adults they are responsible for and come into contact with

This job description is not exhaustive and as such the post holder is expected to be flexible and carry out any duties as may be required and that are reasonable. Any changes of significance will only be made following a discussion with the post holder

#### **WORKING WITH**

The post holder will work closely with colleagues in their team as well as students and staff from all sections of the College.

#### **DBS STATUS**

This post is exempt from the Rehabilitation of Offenders Act 1974 and is regulated activity. The post holder will be required to obtain an Enhanced DBS Disclosure, including an ISA barred list check.

## PERSON SPECIFICATION

Job Title:	PROGRAMME AREA MANAGER
Essential Criteria:	
<ul style="list-style-type: none"><li>• DTLLS /PGCE / Cert Ed/ Level 5 Diploma in Education &amp; Training or equivalent</li><li>• Relevant subject specific qualification and/or expertise at degree level or above</li><li>• Enthusiasm for the subject taught with up-to-date subject knowledge and understanding of relevant pedagogical developments</li><li>• Solid experience of teaching a relevant subject the range of ability levels in an FE, AE, HE or community education environments, at good or outstanding level</li><li>• Experience of developing teaching materials and resources</li><li>• An excellent understanding of the diverse needs of adult learners and the ability to respond to those needs to support progress</li><li>• A good understanding of quality assurance and commitment to customer care, with the ability to deliver quality improvement and an excellent learner experience</li><li>• Demonstrable ability to achieve positive impact on student achievement</li><li>• The proven ability to effectively assess and advise students and place them in classes appropriate to their needs and ability</li><li>• Experience of curriculum development with the ability to develop the programme to increase market share</li><li>• Experience of effectively managing a team of academic staff with the proven ability to effectively recruit, induct, observe, support and manage the performance of a team of tutors</li><li>• Excellent interpersonal skills with the ability to inspire motivate and lead a team</li><li>• Good written and verbal communication, and presentational skills</li><li>• Proven ability to work flexibly and on own initiative</li><li>• Proven ability to think strategically and analyse complex problems</li><li>• Proven excellent organisational and administrative skills with the ability to work to deadlines and targets</li><li>• Significant experience of using digital technologies to facilitate high quality learning and teaching</li><li>• Good IT skills with the ability to use databases and MS Office packages (Word, Excel &amp; Outlook)</li><li>• Have a commitment to and be able to demonstrate knowledge of health &amp; safety and equality and diversity as appropriate to the post</li><li>• A clear understanding of Safeguarding and Prevent and the ability to create and sustain a learning environment in which the safety and welfare of children and vulnerable adults is paramount</li></ul>	

October 2024