THE TRAFFORD COLLEGE GROUP

**JOB DESCRIPTION**

**JOB TITLE:** Programme Leader – Health Care and Early Years

**REPORTS TO:** Head of Studies

**RESPONSIBLE FOR:** Lecturers, Technicians (as appropriate)

**AREA:** Curriculum

**GRADE/SALARY:** LecturerScale 3£35,577 - £38,775 per annum

**Our Vision**

“Unlocking potential, fostering success”

Through its innovative approach to learning and exceptional engagement with business, The Trafford College Group prepares learners for success in work and life.

**OUR VALUES**

Bold -Be bold in all that we do, pushing the boundaries to ensure that our staff and learners reach their full potential.

Ambitious - Be ambitious for ourselves and our learners. Set high expectations and standards and strive to achieve excellence in all that we do.

Respect - Appreciate your own strengths whilst demonstrating respect for others, treating people with thoughtfulness, dignity and an open mind.

Collaborate and Teamwork - Share ideas, encourage each other to succeed and work together in a supportive environment to achieve our goals.

Professional - Be honest, reliable and polite to create a positive image of the College while demonstrating the highest standards of work.

**JOB PURPOSE:**

To coordinate and manage a designated number of programmes as agreed with the Head of Studies.

To undertake an agreed teaching commitment across a range of programmes

Effectively manage financial and physical resources across the areas of responsibilities.

**KEY ACCOUNTABILITES:**

* Outcomes for learners across programmes responsible for including but not limited to attendance, retention, progress, achievement, destinations and student feedback
* Coordination and quality of teaching activity across the programme area of responsibility
* Recruitment of learner numbers across the programme area of responsibility
* Line managing staff responsible for delivery and support (e.g. technicians) of programmes responsible for

**KEY AREAS OF RESPONSIBILITY:**

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1. To maximise the performance of the team by communicating and clarifying expectations, setting objectives, identifying performance indicators and providing feedback.
2. Liaise with the Head of Studies as part of the business planning and review process to establish appropriate targets for recruitment and outcomes for learners for all relevant programmes.
3. To be responsible for the people management of identified team members, including participation in the recruitment and selection of individuals, undertaking induction for new staff and addressing any conduct issues.
4. To manage the local environment (classrooms and corridors) allocated to ensure that the physical appearance of the environment is maintained to a satisfactory level. This responsibility includes ensuring health and safety risk assessments are completed, that notice boards and displays are kept up-to-date and that any defaults with equipment or furniture are reported promptly to estates.
5. Support the Head of Studies with the annual self-assessment for the team and lead on the process of course review and development.
6. To act as a mentor to new contracted full and part-time teachers and any other teachers employed on a third party basis and to established staff with identified developmental needs.
7. To liaise with the College’s support services to co-ordinate student support activities including induction, tutorials, progress reviews, careers guidance and additional learning support for the programmes responsible for
8. To carry out Internal Verification/Moderation duties as required, and act as a contact for the team with awarding professional bodies as appropriate, monitoring developments, overseeing IV procedures and facilitating external verifiers visits.
9. To maintain awareness of developments and trends within teaching practice, and be committed to professional/vocational development, participating in training and development activities as required.
10. To effectively plan, prepare and teach on a range of courses, to mark and assess students work including examinations.
11. Ensure effective mechanisms are in place for monitoring and maximising student progress in line with College procedures and systems across the programme area of responsibility
12. To contribute to the day to day organisation, running and administration of the department ensuring syllabus, schemes of work and programme team files are kept up to date
13. To complete necessary registration of attendance documents and provide other relevant data as required, assisting the Head of Studies with the reconciliation of student record data.
14. To be a personal tutor to designated student groups, and assess student development through individual action plans, records of achievement and student profiles and act on the information as appropriate.
15. To coordinate and supervise activity around student visits and work placement programmes where appropriate.
16. To undertake work in connection with enquiries, student admissions and educational advice, guidance and counselling and marketing activities.
17. To advise the Head of Studies of expenditure requirements in order to meet objectives, during the budget planning process and assist the Head of Studies in ensuring that adequate resources are available and used effectively. Contribute to the cost effectiveness and efficiency of the programmes.
18. To assist the Head of Studies with the completion of course/staff timetables and rooming, ensuring compliance with contractual requirements.
19. To assist the Head of Studies with the recruitment, selection and induction of staff for the team. Contribute to the timetabling procedure, ensuring compliance with contractual requirements and support the Head of Studies in addressing short-term cover problems.
20. Undertake appraisals and performance management activity of staff as required

**Equality and Diversity:**

1. It is the responsibility of the post holder to promote equality and diversity throughout the Group.
2. The post holder will undertake their duties in full accordance with the Group’s policies and procedures relating to equal opportunity and diversity.

**Health and Safety:**

1. To promote health, safety and welfare throughout the Trafford College Group
2. To undertake their duties and responsibilities in full accordance with Trafford College Group’s Health and Safety Policy and Procedures.

**Safeguarding Children and Vulnerable Adults:**

1. It is the responsibility of the post holder to commit to safeguarding and promoting the welfare of children and vulnerable adults within the Group.
2. The post holder will undertake their duties in full accordance with the Group’s policies and procedures relating to safeguarding and promoting the welfare of children and vulnerable adults, e.g. dealing with learner issues i.e. safeguarding and referring on to specialist staff.
3. This position is subject to an enhanced criminal records check from the Disclosure & Barring Service (DBS) and will be subject to satisfactory clearance of this check.
4. If this position is classed as Regulated Activity, it is subject to an Adult & Child barring check.

**Review**

The details contained in this job description, particularly the principal accountabilities, reflect the content of the job at the date the job description was prepared. It should be remembered, however, that over time, the nature of individual jobs will inevitably change; existing duties may be lost and other duties may be gained without changing the general character of the duties of the level of responsibility entailed. Consequently, the Corporation will expect to revise this job description from time to time and will consult with the post holder at the appropriate time.

**Person Specification – Programme Leader**

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| **Attributes** | **Essential** | **Desirable** |
| **Values and Behaviours** |
| Bold -Be bold in all that we do, pushing the boundaries to ensure that our staff and learners reach their full potential. |  |  |
| Ambitious - Be ambitious for ourselves and our learners. Set high expectations and standards and strive to achieve excellence in all that we do. |  |  |
| Respect - Appreciate your own strengths whilst demonstrating respect for others, treating people with thoughtfulness, dignity and an open mind. |  |  |
| Collaborate and Teamwork - Share ideas, encourage each other to succeed and work together in a supportive environment to achieve our goals.  |  |  |
| Professional - Be honest, reliable and polite to create a positive image of the College while demonstrating the highest standards of work. |  |  |
| **Qualifications** |
| Degree in a relevant subject  |  |  |
| GCSE maths & English |  |  |
| Recognised teaching qualification  |  |  |
| Recognised management qualification  |  |  |
| Verifier accreditation as required by appropriate awarding bodies or willingness to achieve within 6 months  |  |  |
| **Experience, Knowledge and Skills**  |
| Experience of working within a Further Education setting.  |  |  |
| Strong track record of delivering high standards of teaching, learning and assessment  |  |  |
| Excellent subject knowledge within area of specialism  | ✓ |  |
| Substantial industry experience |  |  |
| Excellent written skills including excellent spelling, grammar and the ability to write concisely and accurately |  |  |
| The ability to deliver a learner focused service. |  |  |
| The ability to lead, manage and motivate a team and build relationships to deliver objectives and organisational improvement. | ✓ |  |
| An outcome based approach to working and the ability to achieve objectives | ✓ |  |
| Evidence based excellent organisational skills and the ability to manage competing priorities. | ✓ |  |
| Ability to prioritise a personal workload and that of a team. | ✓ |  |
| Able to comprehend complex information and plan strategically, providing a creative and logical approach to problem solving. |  |  |
| Well-developed communication, verbal skills and the ability to promote and develop the interest and future opportunities of the Group. | ✓ |  |
| Evidence based ability to provide effective delivery of services within budget parameters. |  |  |
| The ability to recognise the importance of regular dialogue with the delivery teams and an ability to be helpful and supportive to them in supporting learners to achieve their goals.  | ✓ |  |
| Well-developed skills in the use of ILT and the ability to use Microsoft office at an intermediate level. | ✓ |  |
| A commitment to continuous professional development. | ✓ |  |
| A commitment to safeguarding and promoting the welfare of children and vulnerable adults |  |  |