



JOB DESCRIPTION

Title:	Programme Leader in IT
Grade:	Programme Leader
Activity:	Regulated
Contact Hours:	Annual maximum: 864 hours, weekly maximum; 26
Responsible to:	Head of Faculty

Job Purpose

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 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.
- 1.14 Pro-actively encourage employers to engage with the curriculum be that through industry visits, guest speakers or help with curriculum design

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.

PERSON SPECIFICATION – PROGRAMME LEADER – I.T

	Essential	How Identified*	Desirable	How Identified*
<u>Experience</u>	Teaching experience at various levels in FE / 14-19.	A/I	Recent experience of teaching in FE/Post 16 Experience as a course tutor. Experience of course managing Experience working in partnership with employers	A/I A/I A/I A/I
<u>Skills & Abilities</u>	Excellent verbal and written communication skills. Ability to deliver inspiring lessons which motivate students to learn. Able to set challenging but realistic targets and support students to achieve target grades	A/I A/I A/I	Experience of delivering IT/Computing curriculum Able to teach mathematics and/or programming Able to use E learning environments e.g. Moodle Knowledge of MS Word, Powerpoint and interactive whiteboards.	A/I A/I A/I A/I

<u>Qualifications</u>	Cert Ed/PGCE. Relevant qualifications in IT/Computing/Programming	A A	Commercial courses (up-to-date techniques) Relevant qualifications in Mathematics	A A
<u>Personal Qualities</u>	Ability to work in a team and on own initiative. Ability to work to tight deadlines and changing priorities. Willingness and ability to adapt personal role as circumstances change.	I I I	Willingness to undertake further training if necessary.	A/I
<u>Mandatory Requirements</u>	Commitment to safeguarding and promoting the welfare of children and vulnerable adults in College Commitment to equal opportunities	I I		