



JOB DESCRIPTION

Title:	Programme Leader
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 educational individual Learning Plans 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 College's agreed values and aims.

PERSON SPECIFICATION – PROGRAMME LEADER (VOCATIONAL STUDIES)

	Essential	How Identified*	Desirable	How Identified*
<u>Experience</u>	<ul style="list-style-type: none"> ➤ Experience of working with young people with special educational needs. ➤ Responsible for training and motivating others on a daily basis. ➤ Knowledge of teaching relevant Curriculum (GCSE /Level 1 & 2/Entry level). ➤ Experience of tutoring and related responsibilities. ➤ Knowledge of behavioural management techniques. ➤ Experience of teaching GCSE with outstanding results 	<p style="text-align: center;">A/I</p> <p style="text-align: center;">A/I</p> <p style="text-align: center;">A/I</p> <p style="text-align: center;">A/I</p> <p style="text-align: center;">A/I</p> <p style="text-align: center;">A/I</p>		
<u>Skills & Abilities</u>	<ul style="list-style-type: none"> ➤ Excellent verbal and written communication skills. ➤ Organisation and scheduling skills. ➤ Ability to carry out administrative tasks promptly and effectively. ➤ Accuracy and attention to detail. 	<p style="text-align: center;">A/I</p> <p style="text-align: center;">I</p> <p style="text-align: center;">I</p> <p style="text-align: center;">A/I</p>	<ul style="list-style-type: none"> ➤ Knowledge of Microsoft Word, Excel, Access, PowerPoint and Outlook. 	<p style="text-align: center;">A/I</p>

	Essential	How Identified*	Desirable	How Identified*
<u>Qualifications</u>	<ul style="list-style-type: none"> ➤ A specialist degree or related qualification/ experience. ➤ PGCE/Cert Ed. 	<p>A</p> <p>A</p>	<ul style="list-style-type: none"> ➤ Qualifications related to the work of the Faculty 	<p>A</p>
<u>Personal Qualities</u>	<ul style="list-style-type: none"> ➤ Mature and conscientious approach. ➤ Ability to work in a team and on own initiative with limited supervision. ➤ A flexible and versatile attitude to working arrangements. ➤ Ability to work to tight deadlines and changing priorities. 	<p>I</p> <p>I</p> <p>A/I</p> <p>A/I</p>	<ul style="list-style-type: none"> ➤ Willingness to undertake further training if necessary. 	<p>A/I</p>
<u>Mandatory Requirements</u>	<ul style="list-style-type: none"> ➤ Commitment to safeguarding and promoting the welfare of children and vulnerable adults in College ➤ Commitment to equal opportunities 	<p>I</p> <p>I</p>		

***Key:**

A = Application Form

I = Interview