

## Programme Leader in Public Services

<b>Title:</b>	Programme Leader
<b>Grade:</b>	Programme Leader
<b>Activity:</b>	Regulated
<b>Contact Hours:</b>	Annual maximum: 864 hours, weekly maximum; 26
<b>Responsible to:</b>	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.

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 eLPs 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.



# Person Specification

## Programme Leader (Teacher) – Humanities

Criteria		How Evaluated	
		Application	Interview
Experience	<b>Essential:</b> <ul style="list-style-type: none"> <li>- Teaching Humanities related subjects</li> <li>- Tutoring full time students</li> <li>- Commitment to outstanding student success and experience</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> <li>✓</li> </ul>	<ul style="list-style-type: none"> <li></li> <li></li> <li>✓</li> </ul>
	<b>Desirable:</b> <ul style="list-style-type: none"> <li>- Working in the Public Services sector (or related vocational experience)</li> <li>- Experience of teaching in vocational courses</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> </ul>	<ul style="list-style-type: none"> <li></li> <li>✓</li> </ul>
Skills & Abilities	<b>Essential:</b> <ul style="list-style-type: none"> <li>- Ability to motivate and enthuse students</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> </ul>
Qualifications	<b>Essential:</b> <ul style="list-style-type: none"> <li>- Educated to degree level</li> <li>- Recognised teaching qualification</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> </ul>	
	<b>Desirable:</b> <ul style="list-style-type: none"> <li>- Masters Qualification</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> </ul>	

<b>Personal Qualities</b>	<b>Essential:</b> <ul style="list-style-type: none"> <li>- Organised and able to work under pressure</li> <li>- Team player</li> <li>- Empathetic</li> <li>- Resilient and Flexible approach</li> <li>- Inspirational</li> </ul>	 ✓  ✓  ✓  ✓  ✓	 ✓  ✓  ✓  ✓  ✓
<b>Mandatory requirements</b>	<b>Essential:</b> <ul style="list-style-type: none"> <li>- Commitment to safeguarding and promoting the welfare of children and vulnerable adults in College</li> <li>- Commitment to equal opportunities</li> </ul>		 ✓  ✓

Reviewed: Oct 2023

# Exeter College Values



At Exeter College we are committed to being an exceptional College. Therefore all employees will be expected to demonstrate our Exeter College Values.

## VISION

To be an exceptional college.

## MISSION

To shape the future of education by delivering excellence in all aspects of our work, in order to realise the ambitions of our learners, city and region.

