

Programme Leader – Media (Journalism)

Title:	Programme Leader – Media (Journalism)
Grade:	Programme Leader
Contact Hours:	Annual maximum: 864 hours, weekly maximum 26
Hours:	37 hours per week
Status:	Permanent
Activity:	Regulated
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 Duties:

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 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 assessments and examinations.
- 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.

2. Tutor

- 2.1. Provide time-tabled and funded, academic and pastoral support to students.
- 2.2. Provide teaching, learning and tutoring on both a group and one to one basis.
- 2.2. 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. Mandatory 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.

October 2019

This job description is current at the above date. In consultation with the post holder it is liable to variation by the College to reflect actual, contemplated or proposed changes in or to the job.

Person Specification

Programme Leader – Media (Journalism)



Criteria		How Evaluated		
		Application	Interview	Microteach
Experience	Essential:			
	- Teaching at Further Education levels.	✓		✓
	- Tutoring full-time students.	✓	✓	
	- Teaching Media (with a Journalism focus) across a range of vocational and A Level courses.	✓	✓	
	Desirable:			
	- Previous or current involvement in the media industry.	✓	✓	
Skills & Abilities	- Management of a full time programme.	✓	✓	
	- Working with partners (universities and employers).	✓	✓	
	Essential:			
	- Very good IT skills.	✓	✓	
	- Excellent verbal and written communication skills.	✓	✓	
	- Good time management.		✓	
	- Excellent team working skills.	✓	✓	
	- Technical skills in media production.	✓		

	Desirable: <ul style="list-style-type: none"> - Awareness of the professional requirements of media production. - Ability to advise on a range of media careers. 	✓	✓	
Qualifications	Essential: <ul style="list-style-type: none"> - A specialist degree in media. - Cert Ed/PGCE (or evidence of working towards this). Desirable: <ul style="list-style-type: none"> - Member of media professional organisation. - Higher degree (MA or above). 	✓		
Personal Qualities	Essential: <ul style="list-style-type: none"> - Confident, enthusiastic, motivated. - Ability to work in a team with limited supervision. Desirable: <ul style="list-style-type: none"> - Interest in broadening the curriculum. 	✓	✓	✓
Mandatory requirements	Essential: <ul style="list-style-type: none"> - Commitment to safeguarding and promoting the welfare of children and vulnerable adults in College - Commitment to equal opportunities 	✓		