

JOB TITLE: Programme Leader

ROLE OVERVIEW

Job Title: Programme Leader

Grade: Programme Leader

Faculty: Foundation Learning and Inclusion

Location: on site Exeter

Responsible to: Head of Faculty

Key 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. Lead/co-ordinate aspects of curriculum/faculty delivery.

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. Programme Leadership:

2.1 Support the learning within a subject/programme area.

2.2 Working under the Head of Faculty, contribute in part to the leadership of a programme area within the curriculum offer.

2.3 Contribute to the formation and monitoring of programmes of study and to write elements of the curriculum rationale.

2.4 Link with, inform and support Associate Lecturers within the programme area.

2.5 Contribute proactively to the quality assurance and the quality improvement of the programme, area and faculty self-assessment.

2.6 Contribute to the development of the subject/programme area, faculty and the College's strategic direction.

3. Mandatory Duties:

3.1 Promote a teaching, learning and working environment that is free from discrimination and where all students and staff are encouraged to express their individuality and observe British Values.

3.2 Be responsible for safeguarding and promoting the welfare of students.

3.3 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.

3.4 Promote and conduct your professional duties and responsibilities within the parameters of the colleges agreed values and aims.

4. Additional Duties:

To undertake such additional duties as may be reasonably required commensurate with the level of responsibility within the College at the initial place of work or any other of the College's sites within the Exeter area.

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.

Reviewed: April 2025

Person Specification

JOB TITLE: Programme Leader

Assessment Criteria

- Evaluated on application form (A) and/or interview (I)

Experience

Essential Criteria:

- Experience of working with young people with special educational needs (A/I)
- Responsible for training and motivating others on a daily basis (A/I)
- Experience of tutoring and related responsibilities (A)
- Knowledge of supporting learners with SEMH and SEB (A/I)
- Experience of teaching entry level/Level 1 with outstanding results (A)

Desirable Criteria

- Knowledge of teaching a complementary curriculum or GCSE Maths and English (A/I)

Skills and Abilities

Essential Criteria:

- Excellent verbal and written communication skills (A/I)
- Organisation and scheduling skills (A/I)
- Ability to carry out administrative tasks promptly and effectively (I)
- Accuracy and attention to detail (A/I)

Personal Qualities

Essential Criteria:

- Mature and conscientious approach (I)
- Ability to work in a team and on own initiative with limited supervision (I)
- A flexible and versatile attitude to working arrangements (I)
- Ability to work to tight deadlines and changing priorities (I)

Desirable Criteria

- Willingness to undertake further training if necessary (I)

Qualifications

Essential Criteria:

- A specialist degree or related qualification/experience (A)
- PGCE / Cert Ed (A)

Desirable Criteria

- Qualifications related to the work of the faculty (A)

Mandatory Requirement

Essential Criteria

- Commitment to safeguarding and promoting the welfare of children and vulnerable adults in College (I)
- Commitment to equal opportunities (I)

Reviewed: April 2025

OUR VALUES ARE WHAT MAKE US, US!

VISION: To be an exceptional College

MISSION: To shape futures by delivering world-class education and training for our city and region

AMBITION

- We are challenged and encouraged to push boundaries to enable us to realise our ambitions
- We are brave and take decisions that transform lives and foster achievement for all
- We are agile, future-focused and embrace digital technology and learning
- We believe in impact; we are passionate about our community and environment and continue to make big changes in order to play our part in creating a sustainable city and College

COLLABORATION

- We collaborate with others to ensure we grow, thrive and initiate brilliance
- We are bold and innovative; we listen to and learn from others in pursuit of the exceptional
- We care about place; we collaborate with others to ensure success for our community that has national impact
- We believe that we are stronger together and actively seek out partnerships that make a difference and help us enrich our College

ENERGY

- Our expertise, passion and actions energise and enthuse those around us
- We care and support our people and our community. We believe that we excel when we are empowered, engaged and enjoy our time at College
- We are curious; we focus on solutions, not problems
- We are proud of our achievements and actively seek out opportunities to celebrate these and set ourselves our next challenge.