**JOB DESCRIPTION**

**Post: Programme Leader**

**Responsible To: Head of Curriculum area**

**Summary of Post:** To provide academic leadership of a designated subject discipline with associated programme management co-ordination of related programmes of study. The Programme Leader will have a key responsibility in ensuring the design and delivery of programmes which are attractive to students, clearly career-related and which promote student independence, with new technology playing an important role in enhancing the effectiveness of teaching and learning.

Reporting to the Head of Curriculum, the Programme Leader will ensure effective operation of the programme management cycle, ensuring high-quality programme delivery by a co-ordinated programme team. The Programme Leader will maintain a relevant professional network of contacts within industry and education, and apply their specialist subject knowledge and experience to ensure a curriculum which is attractive, relevant and coherent

# Specific Duties:

1. To provide academic leadership of a designated subject discipline, ensuring a curriculum which is attractive, relevant and coherent;
2. To drive the programme management cycle for designated specialist programmes of study, ensuring high-quality curriculum planning, co-ordination and delivery;
3. To lead the quality assurance of the designated programmes of study in close liaison with the awarding body / validating institution (university), adhering to all required administrative procedures;
4. To deliver high-quality teaching and learning;
5. To engage in on-going scholarly activity and/or professional development to facilitate relevant programme delivery.
6. To lead curricular development within the designated subject area(s) with specific reference to design, monitoring, evaluation and review.
7. To work in close co-ordination with the Head of Curriculum to provide academic leadership for the designated subject area(s) in-line with the Head of Curriculum’s management of their Curriculum Area;
8. To support the Head of Curriculum in co-ordinating the day-to-day operational management of the designated programme(s), including staffing and timetabling;
9. To role model appropriate behaviours and manage student behaviour.
10. To support, and where appropriate discipline, students in line with college procedures.
11. To prepare an appropriate staff induction programme and act as mentor to new or less experienced team members.
12. To liaise with the Support Services team and other service areas in the college to ensure the smooth running of the programmes.
13. To make effective use of the College MIS to monitor course recruitment, attendance, retention and achievement against agreed targets and national performance tables; and report any issues or concerns to the Programme Area Manager on a regular basis.
14. To act as a tutor to, or work with a caseload of part-time or work based learning students on the designated programmes; encourage student-centred, timely and active learning; provide appropriate pastoral care and assistance with action planning and liaise with the Head of Curriculum on all matters concerning students.
15. To maintain accurate and up to date tutorial records.
16. To ensure the co-ordinated production of well-organised and high-quality programme documentation for designated programmes of study including schemes of work, lesson plans, teaching materials and student programme handbooks and module/unit guides; To ensure that an awareness of equality and diversity is embedded within the curriculum and that the teaching team are attentive to these issues;
17. To proactively foster the use of information and learning technology (ILT) within the delivery of teaching programmes with a particular emphasis on e-learning;
18. To contribute to the effective running of the Curriculum Area by fulfilling administrative duties as required, handling course enquiries, taking part in open days, information evenings and interviewing students; developing new business.
19. To liaise as required with parents, schools, colleges and employers;
20. To develop and maintain an up-to-date network of contacts in industry relevant to curriculum development and the employability of students;
21. To deliver on regular evening courses during the academic year.

# General Duties and Responsibilities:

1. To participate in the staff support & development scheme and to undertake training based on individual and service needs.
2. To take a lead in creating or to promote a positive, inclusive ethos that challenges discrimination and promotes equality and diversity.
3. To comply with legislative requirements and College policies and guidelines in respect to health & safety and data protection.
4. To demonstrate positive personal and professional behaviour as specified in the Staff Code of Conduct.
5. To undertake continuing professional development to support our culture of continuous improvement.
6. To partake in quality assurance systems.
7. To meet minimum relevant occupational standards.
8. To keep up to date with the skills required to fulfil the role.
9. To undertake any other duties commensurate with grade as may be reasonably requested.
10. You will be responsible for protecting staff and learners from all preventable harm as per Safeguarding procedures.

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|  | **EMPLOYEE SPECIFICATION** | **Application** | **Interview** | **Shortlisting Weighting** |
| Skills | | | | |
| 1. | The ability to co-ordinate effectively a team of staff engaged in delivery of a programme of study. | ✓ | ✓ | 6 |
| 2. | Excellent interpersonal skills with the ability to work on own initiative and to motivate and inspire students. |  | ✓ | 4 |
| 3. | Excellent oral and written communication skills. | ✓ | ✓ | 4 |
| 4. | Competent in IT with excellent administrative, time management and organisational skills with the ability to work under pressure and to tight deadlines | ✓ | ✓ | 4 |
| 5. | Actively contribute to the College’s Safeguarding practice, procedures, culture and ethos | ✓ | ✓ | 6 |
| Experience | | | | |
| 1. | Experience in curriculum development which displays a creative approach with a commitment to social inclusion. | ✓ | ✓ | 6 |
| 2. | Evidence of successful teaching experience and aptitude for providing successful programme direction | ✓ |  | 6 |
| 3. | Able to use ILT within curriculum delivery. | ✓ | ✓ | 4 |
| 4. | A flexible approach and an ability to cope with changing demands. | ✓ | ✓ | 4 |
| 5. | A specialist knowledge and expertise in the designated subject area relevant for vocational study within Further Education. | ✓ |  | 6 |
| Education | | | | |
| 1. | Maths Level 2 (e.g. equivalent to GCSE grade C or above) | ✓ |  | 4 |
| 2. | English Level 2 (e.g. equivalent to GCSE grade C or above) | ✓ |  | 4 |
| 3. | A teaching qualification, i.e. CTTLS/DTTLS, PGCE or Certificate in Education. | ✓ |  | 4 |
| 4. | Relevant Verifiers Qualification (e.g. V1) or willingness to work towards | ✓ |  | 4 |
| 5. | Professional/academic qualifications in a relevant area equivalent to level 6 (undergraduate degree) / equivalent or advanced craft qualified in the respective trade as appropriate. | ✓ |  | 6 |

**Advice to candidates**

**This post is subject to an enhanced disclosure from the Disclosure and Barring Service.**

In completing your application please draw attention to the extent to which you meet each of the essential characteristics for the post as this will assist with the shortlisting process.

Failure to meet all of the essential criteria would not necessarily preclude your application. Consideration will be given to experience and life skills. Continual Professional Development will be supported and encouraged.