JOB DESCRIPTION

JOB TITLE:	Programme Manager
PAY:	Programme Manager Pay Scale
	7 hours a week remission (18 contact hours a week)
CAMPUS:	Slough and Langley College
RESPONSIBLE TO:	Curriculum Director
RESPONSIBLE FOR:	Team members

The main duties and responsibilities of the post includes

1. Lead a high performing, efficient learning area, ensuring high student success and high levels of student satisfaction.

2. Deliver on an annual set of KPIs and programme standards as agreed with the Vice Principal and Curriculum Director.

3. Promote high standards of teaching, learning and assessment within the area, producing high levels of student achievement, progression and value added.

4. Undertake quality improvement activities to support the curriculum area needs and promote new ways of learning.

5. Lead the strategic growth of the curriculum area in all areas of provision to include funded and commercial courses.

6. Grow and develop the commercial operations within the area to meet the needs of industry and offer industry placement opportunities for all students.

7. Promote the strong, positive reputation of the curriculum area and the college, through relationships with external stakeholders, schools and parents.

8. Work in partnership with all internal stakeholders to ensure that students have access to opportunities to develop their employability, personal, social, English and Maths skills as part of their programme of learning.

9. Work collaboratively and innovatively with staff to ensure a culture of self-assessment and continuous improvement.

10. Assist with the management of day-to-day operations of the curriculum area, raising the quality of the learning experience of students and their levels of satisfaction.

11. Assist with conducting PDR's for some team members as instructed by the Curriculum Director.

12. Develop the curriculum offer to meet the developing needs of students, employers and the local community.

13. Promote and enable the expectations of the highest standards of teaching, learning and assessment within the curriculum area, ensuring that all students develop knowledge, understanding, skills and abilities within a secure, challenging and stimulating educational environment.

14. Work with the Curriculum Director, learning support and pastoral learning coaches to ensure that target enrolments are met, high standards of teaching and learning are reached and maintained, and student retention and achievement are maximised.

15. Improve the quality of delivery in accordance with the programme standards, College policies, quality assurance systems and ensure all evaluation and verification documentation are appropriately maintained, to strengthen the culture of self-assessment and continuous improvement.

16. Support the development of staff knowledge, skills, team building, participation, motivation, job satisfaction and performance.

17. Make a significant contribution to the College's planning, marketing and promotional activities to maximise recruitment in the curriculum area.

General Duties

1. Promote a teaching, learning and working environment that is free from discrimination, harassment and bullying and where all students and staff feel safe to express their individuality.

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

3. Maintain student morale and discipline within the college site.

4. Through CPD ensure you keep up to date with relevant industry and academic development.

5. Conduct yourself whilst undertaking college duties within the parameters of the Group's values.

6. Any other duties commensurate with the level of responsibility within the Group.

NOTE

This post is not exempt from the Rehabilitation of Offenders Act 1974. For further details on our policy on the Recruitment of Ex-Offenders can be found here.

PERSON SPECIFICATION

Programme Manager

	Essential	Desirable	Source of Evidence
EDUCATIONAL AND PROFESSIONAL QUALIFICATIONS			
A Certificate in Education or Post Graduate Certificate in Education		X	AF
A level 4 teaching qualification	X		AF
Level 2 literacy and numeracy	X		AF
Assessor/Verifier awards		X	AF
Coaching/Mentoring qualification		X	AF
Qualified Teacher Learning and Skills (QTLS) status		X	AF
EXPERIENCE			
Further Education curriculum delivery planning and administration	X		AF/IV
A proven record of promoting teaching, learning and assessment to a consistently high standard	X		AF/IV
Relevant industrial experience within an area of subject specialism	X		AF/IV
Responsibility for supervising or managing a team		X	AF/IV
Working with external organisations		X	AF/IV
Managing a budget and physical resources		X	AF/IV
SKILLS / KNOWLEDGE / ABILITIES			
Up to date knowledge of curriculum and teaching and learning, proven through continuing professional development	X		IV
An understanding of the contemporary educational issues that impact student engagement with education and their learning	X		IV
An understanding of equal opportunity, safeguarding obligations and health and safety, relating to students and curriculum delivery	X		IV
Conversant with English and Maths applicable to curriculum area	X		IV
Microsoft Office applications, including Word, Excel, Powerpoint and Outlook	X		IV
Application of digital technology to learning	X		IV

An understanding of available funding methodology		X	IV
Working knowledge of teaching qualifications for the post 16 learning and skills sector in England		X	IV
Time management skills, organisational skills and the ability to meet targets and deadlines	X		IV
High degree of personal presentation and customer care skills	X		P/A
Practical problem solver, with decision making skills	X		P/A
Ability to communicate to a diverse range of people at all levels, verbally and in writing	X		P/A
Ability to use a wide range of e learning technologies & software including the use of: IWBs, multimedia & the learning platform (Moodle)		X	P/A
IT and keyboard skills, including the use of email	X		P/A
Ability to manage challenging behaviour		X	P/A
Flexible in approach	X		IV
Innovative and creative in meeting the needs of learners	X		IV
A commitment to ensuring quality of provision, including tutorial support	X		IV
Self-motivated	X		IV
Able to lead others while retaining the ability to be part of a team	X		IV
Exemplar role model of the core values on day-to-day basis	X		IV
OTHER REQUIREMENTS			
To undertake continuing professional development	X		IV

KEY:
Evidence of all of the elements marked AF(or in some cases expression of interest) or AF/IV must be present in the application form in order to be shortlisted for an interview. All of the elements marked IV will be assessed at interview. All of the elements marked AF/IV will also be assessed at interview. All or some of the elements may be assessed by the Test/Presentation