



## JOB DESCRIPTION

<b>JOB TITLE:</b>	Programme Manager
<b>PAY:</b>	PM1 – PM7 £38,142 - £45,689 FTE
<b>CAMPUS:</b>	Langley
<b>RESPONSIBLE TO:</b>	Head of Department
<b>RESPONSIBLE FOR:</b>	Team members

### The main duties and responsibilities of the post includes:

- This role requires the holder to teach up to 18 hours per week, they will be given an additional 7 hours remission in addition to their usual Planning, Prep and Assessment time to perform management duties.
- Lead a high performing, efficient learning area, ensuring high student success and high levels of student satisfaction.
- Deliver on an annual set of KPIs and programme standards as agreed with the Vice Principal and Curriculum Director.
- Promote high standards of teaching, learning and assessment within the area, producing high levels of student achievement, progression and value added.
- Undertake quality improvement activities to support the curriculum area needs and promote new ways of learning.
- Lead the strategic growth of the curriculum area in all areas of provision to include funded and commercial courses.
- Grow and develop the commercial operations within the area to meet the needs of industry and offer industry placement opportunities for all students.

- Promote the strong, positive reputation of the curriculum area and the college, through relationships with external stakeholders, schools and parents.
- 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.
- Work collaboratively and innovatively with staff to ensure a culture of self-assessment and continuous improvement.
- 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.
- Assist with conducting PDR's for some team members as instructed by the Curriculum Director.
- Develop the curriculum offer to meet the developing needs of students, employers and the local community.
- 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.
- 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.
- 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.
- Support the development of staff knowledge, skills, team building, participation, motivation, job satisfaction and performance.
- Make a significant contribution to the College's planning, marketing and promotional activities to maximise recruitment in the curriculum area.

**This role requires up to 18 hours of teaching per week. The main duties of a lecturer are:**

- Effective delivery and management of a teaching programme within the areas of competence of the post holder paying due regard to student progression towards successful completion.
- Regular assessment of student progress and preparation of appropriate progress reports. This will also include the development of assessment

strategies to meet the learning objectives (as set out in Unit Guides) through the medium of 'Schemes of Work'. The recording and monitoring of student progress through effective evidence-based tracking.

- Provide accurate, timely data and information including registers, withdrawals, transfers, assessment, examination results, and progress reports.
- Maintain student morale and discipline inside and outside 'the classroom' within the College site and in conjunction with College management.
- ProMonitor – Actively engage with the student electronic ILP platform to monitor student progress, record interventions and Work effectively within the team/s responsible for devising, reviewing and maintaining effective teaching and learning strategies.
- Assessment of professional and personal development needs through playing a full part in the College's appraisal and performance management process.

### **Curriculum Development**

- Develop existing and/or new courses together with other members of the team/s.
- The development of programmes of study including apprenticeships, which satisfy the specifications, laid out by different awarding bodies.
- Creates assessment specifications.
- Evaluate and review the curriculum.
- Conduct student follow-up, particularly the evaluation of curriculum aims in relation to student outcomes.
- Keep abreast of curriculum development, syllabus and assessment requirements relevant to the areas of teaching and competence of the post holder.
- Ensure curriculum is industry relevant

### **General Duties**

- 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.

- Be responsible for safeguarding and promoting the welfare of students.
- Maintain student morale and discipline within the college site.
- Through CPD ensure you keep up to date with relevant industry and academic development.
- Conduct yourself whilst undertaking college duties within the parameters of the Group's values.
- 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 – Multi Trades / Carpentry**

	Essential	Desirable	Source of Evidence
<b>EDUCATIONAL AND PROFESSIONAL QUALIFICATIONS</b>			
A Certificate in Education or Post Graduate Certificate in Education		X	AF
A level 4 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
<b>EXPERIENCE</b>			
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 demonstrating ability to lead others while retaining the ability to be part of a team		X	AF/IV
Working with external organisations		X	AF/IV
Managing a budget and physical resources		X	AF/IV
<b>SKILLS / KNOWLEDGE / ABILITIES</b>			

Up to date knowledge of curriculum and teaching and learning, of the Multi-Skills and Carpentry subject areas	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 in a flexible and self-motivated manner	X		IV
High degree of personal presentation and customer care skills	X		IV
Practical problem solver, with decision making skills	X		IV
Ability to communicate to a diverse range of people at all levels, verbally and in writing	X		AF/IV
Ability to manage challenging behaviour		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
Exemplar role model of the core values on day-to-day basis	X		IV
<b>Other requirements</b>			
Committed to undertaking continuing professional development	X		IV

**KEY:**

Evidence of all 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 the elements marked IV will be assessed at interview. All the elements marked AF/IV will also be assessed at interview. All or some of the elements may be assessed by the Test/Presentation