

Job Description

Group Member:		Leeds City College	
Job Title:		Programme Manager	
Reports to:		Deputy Head of Curriculum- TFD	
Job Grade	T4	Department	Travel, Food and Drink

ROLE SUMMARY:

The School of Travel, Food and Drink is seeking to appoint a highly motivated and enthusiastic Programme Manager for Maths and English to join our team.

As a key member of our leadership team, you will play a vital role in driving excellence in the delivery of Maths and English across the School. We are proud of our strong reputation for working closely with employers and supporting a high volume of learners to successfully achieve their Grade 4 qualifications, equipping them with the essential skills needed for further study, apprenticeships and employment.

We are looking for an experienced and inspirational leader who can build on the success of an already high-performing team of dedicated teachers. You will provide clear strategic direction, support curriculum development, promote outstanding teaching and learning, and ensure learners achieve the very best outcomes.

The successful candidate will have a proven track record of leading curriculum teams, improving learner achievement, and inspiring staff to deliver high-quality education. You will be passionate about raising aspirations and driving continuous improvement across the provision.

This is an exciting opportunity to join a forward-thinking school that is committed to innovation, collaboration and delivering exceptional outcomes for our learners.

SPECIFIC ROLE RESPONSIBILITIES:

- Provide strategic and operational leadership for the Maths and English provision across the School of Travel, Food and Drink.
- Lead, motivate and line manage the Maths and English teaching team, setting high expectations for performance, professionalism and learner outcomes.
- Be a respected and valued member of the school's management team, demonstrating the highest standards of professionalism, integrity and accountability, while contributing positively to strategic decision-making and the continuous improvement of the wider School.
- Drive improvements in learner attendance, working collaboratively with curriculum and support teams to remove barriers to engagement and achievement.

- Lead initiatives to close the current **1.76% achievement gap** between vocational qualifications and Maths and English during the **2025/26 academic year**.
- Strengthen the integration of Maths and English within vocational programmes, ensuring learners understand the relevance of English and maths within their chosen industries.
- Build strong relationships with vocational Programme Managers and Course Leaders to ensure a collaborative approach to learner success.
- Work towards maintaining and further developing a high-quality provision that reflects the College's current Ofsted judgement, embedding a culture of continuous improvement and excellence.
- Lead the planning, organisation and delivery of all Maths and English examinations, ensuring compliance with awarding organisation and JCQ requirements.
- Ensure the wider department is fully prepared for examination periods through effective planning, communication and operational oversight.
- Oversee the planning and delivery of checkpoint assessments, mock examinations and progress assessments across all learner groups to monitor progress and inform intervention strategies.
- Use attendance, progress and achievement data to identify trends, implement interventions and improve learner outcomes.
- Monitor curriculum performance through robust quality assurance processes, ensuring consistently high standards of teaching, learning and assessment.
- Lead regular quality reviews, learning walks, lesson observations and performance discussions to support continuous improvement.
- Chair and facilitate weekly meetings with Curriculum Course Leaders and Programme Managers to ensure consistency of practice, share best practice and monitor departmental priorities.
- Work closely with Curriculum Managers and senior leaders to develop and implement improvement plans that raise standards across the department.
- Lead curriculum planning to ensure programmes are well organised, appropriately staffed and effectively resourced.
- Oversee the timetabling of Maths and English provision, ensuring efficient deployment of staff and an effective learner experience.
- Ensure staffing, rooming and curriculum delivery are planned to maximise learner attendance and achievement.
- Support the recruitment, induction, mentoring and professional development of teaching staff.
- Promote a culture of accountability, collaboration and high expectations across the department.
- Work closely with employers and vocational teams to ensure Maths and English delivery supports learners' progression into employment, apprenticeships and higher-level study.
- Ensure all College policies, quality processes and compliance requirements are implemented consistently across the department.
- Champion innovation in curriculum delivery, encouraging the sharing of effective practice and the adoption of new teaching approaches that improve learner engagement and achievement.

CORE RESPONSIBILITIES:

1. Manage activities and strategies to ensure the high retention, achievement, success and attendance rates for identified courses are reached.
2. Deliver and assess essential knowledge and understanding to learners.
3. Manage the planning, preparation and development of schemes of work, lesson plans, teaching and learning resources and assessment plans.
4. Manage the process of creation of individual SMART learning targets linked to learner study programme/course to ensure groups of learners are on track to achieve their potential.
5. Manage the recording of student progress and to ensure that individual and group learner targets are being met.
6. Lead activities to ensure effective planning, preparation & development of schemes of work, lesson plans, teaching & learning resources including the development of on-line learning resources for identified courses is being undertaken.
7. Ensure effective delivery of sessions across the curriculum using a wide range of teaching methods, for identified courses.
8. Lead and manage the development & employment of assessment activities for identified courses.
9. Lead and manage the assessment of student work, feedback to help learners improve & record learner's progress for identified courses.
10. Lead and manage the creation of targets, recording & monitoring of progress against them. Implement interventions where needed for identified courses.
11. Lead and manage quality assurance processes.
12. Inform the review process to develop & improve identified course(s).
13. Be responsible for the retention, achievement, success & attendance for identified courses.
14. Build positive relationships with learners & provide support to ensure successful outcomes.
15. Contribute to the marketing of courses, learner IAG & enrolment processes.
16. Participate in student recruitment activities, including interviews and open evenings.
17. Participate, as appropriate, in the College's examination process.
18. Conduct first stage student disciplinaries.
19. Ensure that effective Induction programmes are in place for learners.
20. Programme Managers may also be required to teach as part of the role.

GENERAL LUMINATE EDUCATION GROUP RESPONSIBILITIES FOR ALL STAFF:

- Maintain and update knowledge of the subject/professional area and co-operate in any staff development activities required to effectively carry out the duties of the post.
- Comply with safeguarding procedures, including the promotion of the welfare of children and vulnerable adults.
- Comply with all relevant policies and procedures.

- Act with honesty and integrity to maintain high standards of ethics and professional standards.
- Use and promote relational practice approaches.
- Comply with all legislative and regulatory requirements.
- Promote a positive image of the Luminate Education Group and member organisations.
- Any other duties commensurate with the level of the post, which may be required from time to time.
- Embody the Group's Values:

Kindness

Creating communities where people can be authentic and true to themselves with support, trust and guidance from those around them

Ownership

Using our robust business planning model to allow areas to have clear ownership over their vision and performance

Enjoyment

Fostering environments that enable staff and students to be brave, interact and have fun

Collaborative

Proactively seeking opportunities to create synergies and positive outcomes for all

Passion

Encouraging all to have aspiration and passion in everything they do.

Creative

Always hungry to learn and looking ahead so we can be responsive

Person Specification

Job Title:	Programme Manager- Maths & English
Department	Travel, Food and Drink

The specific qualifications, experience, skills and values that are required for the role are outlined below. You should demonstrate your ability to meet these requirements by providing clear and concise examples on the application form. Each criteria is marked with whether it an essential or desirable requirement and at which point in the recruitment process it will be assessed.

Methods of Assessment:

A = Application Form, I = Interview, T = Test or Assessment, P = Presentation,
C= Certificate, MT = Micro Teach

Qualifications and Attainments		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	Q1. Holds a L5 Teaching Qualification (e.g. Cert Ed, PGCE)	A / C
E	Q2. Relevant highest level vocational qualification or degree in teaching subject.	A / C
E	Q3. English and Maths at Level 2 or above and a willingness to improve in one or both disciplines to level 3 or above	A / I / C
E	Q4. Relevant up to date subject knowledge and recent delivery in the Further Education or school sector.	A / I / P

Experience and Knowledge		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	EK1. Extensive experience, knowledge and skills to enable delivery of a range of levels across the curriculum, which demonstrates active learning and differentiated teaching styles.	A / I / MT
E	EK2. Experience of positively managing student and group progression, advice and guidance in a school or Further Education setting, with positive outcomes	A / I
E	EK3. Experience of supervising/managing staff to ensure high performance	A / I
E	EK4. Substantial experience of undertaking internal verification and moderation activities	A / I
E	EK5. Proven commitment to continuous professional development	A / I

Skills and Competencies		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	SC1. Ability to plan and deliver quality teaching across identified cohorts and ensure consistency of high delivery within teams	A / I
E	SC2. Ability to lead activities in the development and delivery of strategies to improve retention, achievement, success and attendance rates for groups of learners	A / I / T / P
E	SC3. Effective management skills to ensure high performance from a range of individuals	A / I
E	SC4. Exceptional verbal /written communication and interpersonal skills	A / I / MT
E	SC5. Ability to provide productive insight into the review process and development of identified courses	A / I

E	SC6. Excellent organisational skills, to ensure deadlines are met and progress in achieving results from learners and team members.	A / I
E	SC7. Ability to make sense of complex issues, identify and solve problems and to think on one's feet.	A / I

Behavioural, Values and Ethos		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	B1. Support and promotion of equality, diversity and inclusion	A/I
E	B2. Promotion of a safe environment for children, young people and vulnerable adults to learn in	I
E	B3. Commitment to the PREVENT agenda	I
E	B4. Commitment to professional standards	I
E	B5. Commitment to relational practice approaches	I