

Job Description

Group Member:		Leeds City College	
Job Title:		Programme Manager	
Reports to:		Deputy Head/Head of Department	
Job Grade	T4	Department	Maths & English

ROLE SUMMARY:

Working within the dedicated English and Maths team within Social Sciences at Quarry Hill Campus . you'll guide and inspire our educators, shaping the learning journey for a diverse range of students. You'll need to be an experienced practitioner in either English or Maths, bringing your creativity and enthusiasm to the forefront.

SPECIFIC ROLE RESPONSIBILITIES:

1. Work closely with the other Programme Managers in driving curriculum development and enhancing the student experience
2. Lead and inspire your team
3. Increase strategies to ensure high rates of attention and achievement
4. Build strong relationships within the Social Sciences department

CORE RESPONSIBILITIES:

5. Manage the planning, preparation and development of schemes of learning (SoLs), teaching and learning resources and assessment plans.
6. Lead and manage the effective delivery and employment of sessions across the curriculum using a wide range of teaching and assessment methods, for identified courses.
7. Manage the process of creation, recording and monitoring of individual learning targets linked to learner study programme/course to ensure groups of learners are on track to achieve their potential, meet targets and oversee the implementation of interventions where needed for identified courses.
8. Maintain and update knowledge of the subject and / or vocational area through CPD and industrial updating (where applicable) as well as teaching, learning and assessment strategies and methods Lead and manage staff to upskill and support development for the courses of responsibility.
9. Manage and implement strategies to ensure high levels of retention, achievement, attendance and value added for identified cohorts.
10. Programme Managers may also be required to teach as part of the role, modelling best practice in TLA
11. Inform the review process to develop & improve identified units, modules and course(s) in line with government policy, awarding organisation developments and learner demand as well as local community, economic and employer requirements.

12. Lead and manage quality assurance processes.
13. Conduct first stage student disciplinarys.
14. Line management of staff across department
15. Any other duties that are specific to the department.
16. Assistance in the preparation, support and participation of examinations and invigilation across the Group.
17. Ability to work evenings and weekend when required.

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 restorative 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

Enjoyment

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

Passion

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

Ownership

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

Collaborative

Proactively seeking opportunities to create synergies and positive outcomes for all

Creative

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

Person Specification

Job Title:	Programme Manager
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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 personal statement section of the application form.

Each criteria is marked with whether it is 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, R = Reference

Qualifications and Attainments		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	Q1. Holds a L5 Teaching Qualification (e.g. Cert Ed, PGCE) or willingness to work towards in 2 years	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 / C
E	Q4. Relevant up to date subject knowledge and recent delivery in the Further Education or school sector.	A / I
E	Q5. Holds Assessor/IQA Award or willingness to work towards within 2 years	A / I / C

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
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 setting and monitoring appropriate targets to ensure progression of learners - E	A / I
E	EK4. Substantial experience of undertaking assessment, IQA and moderation activities - E	A / I
E	EK5. Experience developing creative learning materials for groups of learners - E	A / I
E	EK6. Proven commitment to continuous professional development - E	A / I
D	EK7. Experience of setting and monitoring appropriate targets for staff to ensure suitable outcomes across the department	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. Exceptional verbal /written communication and interpersonal skills	A / I
E	SC3. Ability to support colleagues with the range of digital systems to create resources	A / I

	and track learner outcomes (ie. Microsoft Office, Google Platforms and student information systems - E	
E	SC4. Ability to provide productive insight into the review process and development of identified courses	A / I
E	SC5. 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
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
D	SC8. Effective line management skills to ensure high performance for staff across the department and implement consistent people management processes	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 restorative practice approaches	I