

Group Member:		Leeds City College	
Job Title:		Programme Manager	
Reports to:		Deputy Head of Department / Head of Department	
Job Grade	T4	Department	Adult, Community & ESOL (Deacon House)

SUMMARY OF ROLES AND RESPONSIBILITIES:

1. Work with the Deputy Head to manage adult provision including Teaching Assistant courses, Childcare, Hair & Beauty and IQA/assessor courses, located at multiple sites across Leeds City College.
2. You will have subject knowledge and a specialism in at least one of these curriculum areas.
3. Deliver and assess essential knowledge and understanding to learners.
4. Manage the planning, preparation and development of schemes of work, lesson plans, teaching and learning resources and assessment plans.
5. 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.
6. Manage the recording of student progress and to ensure that individual and group learner targets are being met.

CORE RESPONSIBILITIES:

1. 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.
2. Ensure effective delivery of sessions across the curriculum using a wide range of teaching methods, for identified courses.
3. Lead and manage the development & employment of assessment activities for identified courses.
4. Lead and manage the assessment of student work, feedback to help learners improve & record learner's progress for identified courses.
5. Lead and manage the creation of targets, recording & monitoring of progress against them. Implement interventions where needed for identified courses.
6. Lead and manage quality assurance processes.

7. Inform the review process to develop & improve identified course(s).
8. Be responsible for the retention, achievement, success & attendance for identified courses.
9. Build positive relationships with learners & provide support to ensure successful outcomes.
10. Contribute to the marketing of courses, learner IAG & enrolment processes
11. Participate in student recruitment activities, including interviews and open evenings.
12. Participate, as appropriate, in the College's examination process.
13. Conduct first stage student disciplinaries.
14. Ensure that effective Induction programmes are in place for learners.

LEADERSHIP AND MANAGEMENT:

1. Provide effective and supportive leadership and management to maximise individual and team performance.
2. Undertake a full range of line management responsibilities including probationary reviews, appraisals, return to work interviews and performance management.
3. Ensure that the courses offered within the Curriculum Area have established progression routes
4. Provide academic and professional support and guidance to staff within the Curriculum Area (including learning mentors), ensuring that CPD is maintained by all staff.
5. Help ensure effective and efficient management of budgetary responsibilities in accordance with the College's financial regulations.
6. Help ensure effective management of data collection and ensuring full staff compliance with Data Management procedures.
7. Maintain appropriate Continuous Professional Development, including the attendance on all training events identified for you by your line manager, to ensure the highest standards of quality.
8. Undertake mentoring with new staff within the Programme Area.
9. Represent the college at local management groups to ensure the college contributes to meeting local priorities.
10. Work collaboratively with voluntary and statutory agencies to provide a holistic supportive offer for students.
11. Help identify creative funding solutions including alternative funding options to provide a relevant and cost-effective curriculum tailored to the diverse needs of students.
12. Act as an observer to support the colleges observation of teaching and learning.

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

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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 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
E	Q5. Level 3 Assessor qualification	A / 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 / 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

Skills and Competencies		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	SC1. Has full command and use of relevant professional / technical knowledge and job related knowledge and skills.	A / I
E	SC2. Effective knowledge of the college and an appreciation of the wider educational issues.	A / I
E	SC3. Relates effectively to others, both one to one and in teams, effective in giving and receiving messages both face to face and in writing.	A / I
E	SC4. Takes effective action to affect the behaviour and decisions of other people.	A / I
E	SC5. Ability to make sense of complex issues, identify and solve problems and to think on one's feet.	A / I

E	SC6. Ability to maintain appropriately directed energy and stamina, to exercise self-control and to learn new behaviours.	A / I
E	SC7. Focuses on making progress, achieving results. Keen to get going and keep going.	A / I
E	SC8. Creates and appreciates new ideas and perspectives, sees possibilities and challenges.	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