

Job Description

Job Title:	Programme Manager
Location:	Leeds City College
Salary:	LM1
Reports to:	Deputy Head of Department / Head of Department
Staff responsibilities:	Course Leaders/ Teachers/ Teaching Facilitators / Trainers Assessors/Instructors Assessors/Practitioners/ Other teaching staff (As identified by HoD/DHoD)
Working hours:	37 hours per week
Probation period:	10 Months subject to periodic reviews
Safeguarding:	All posts are subject to an enhanced Disclosure and Barring Service check.

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 disciplinarys.
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.

DEPARTMENTAL RESPONSIBILITIES:

Any other duties that are specific to the department

COLLEGE RESPONSIBILITIES:

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 and to participate in review and development schemes.

Comply with college safeguarding procedures, including the promotion of the welfare of children and vulnerable adults studying at the college and commitment to the college child protection policy.

Comply with all college policies and procedures

Reflect on and maintain knowledge of educational/professional research to develop evidence-based practice

Act with honesty and integrity to maintain high standards of ethics and professional standards.

Manage and promote restorative practice approaches and the strengthening of relationships.

Comply with all legislative and regulatory requirements.

Promote a positive image of the college.

Embody the college values: Collaborative; Inspiring; Passionate; Aspirational; Celebrate Individuality; Respectful

Any other duties commensurate with the level of the post, which may be required from time to time.

Job Description	
Compiled By:	Leeds City College
Compilation Date:	July 2019

Person Specification

Job Title:	Programme Manager
Department	

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	Support and promotion of equality, diversity and inclusion	I
E	Promotion of a safe environment for children, young people and vulnerable adults to learn in	I
E	Commitment to the PREVENT agenda	I
E	Commitment to professional standards	I
E	Commitment to restorative practice approaches	I