**JOB DESCRIPTION**

**Post:** Programme Leader

**Responsible to:** Curriculum Manager

**Rewards package:** Programme Leader Salary Scale, Access to Teachers Pension Scheme and 42 Days Annual Leave plus 8 Bank Holidays

**Key Responsibility:** To have responsibility for a programme(s)/curriculum, including recruitment, curriculum content and quality indicators. To lead the development and delivery of a curriculum area, as subject leader/programme tutor.

**Teaching Commitment:** To undertake 886 (FE Delivery) or 836 (HE Delivery) hours of teaching annually

**Principal Duties:**

1. To be directly involved in the delivery and management of inclusive learning, teaching and assessment to a high standard
2. To be fully conversant with programme(s) regulations and specifications for the defined area thus ensuring conformity and best practice
3. To be directly involved in related curriculum design, development and delivery
4. To support and stimulate professional updating within the defined curriculum area
5. To be responsible for the completion of the course review process and Quality Improvement Plan
6. To assist with the continuing development of learning resources to support the curriculum
7. To actively inform the curriculum content to meet a range of needs
8. To take responsibility for the day-to-day operational coordination of the course and its delivery
9. To assist the Curriculum Manager in monitoring and using B&FC information systems and procedures to ensure student success, e.g., VLE, progress tracking software, internal verification, moderation (This list is not exhaustive)
10. To assist with the student recruitment process including interviews, Initial Advice and Guidance (IAG), Open Days and specific curriculum events
11. To maintain up-to-date knowledge and practice in both subject and appropriate face to face and digital pedagogies
12. To contribute to the B&FC academic community and exchange knowledge through scholarship, research and professional practice
13. To monitor, report and action as appropriate on a range of quality indicators related to the learner experience. These will include (but not limited to): attendance, retention, success, value added, student survey outcomes
14. To monitor, report and action as appropriate on the progress of action plans to ensure improvements are brought about in a timely manner

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**Standard Responsibilities for all positions in B&FC:**

1. To fully adhere to B&FC policies and procedures at all times
2. To display the B&FC values at all times and positively promote them
3. To take responsibility for the promotion of the health, safety, wellbeing and mental wealth of self and others
4. To actively support B&FC commitments on safeguarding and promoting the welfare of children, young people and vulnerable adults
5. To pursue the achievement and integration of equality, diversity and inclusion, through widening participation in all B&FC activities
6. To actively support, and appropriately engage with the ‘One College’ ethos to promote positive student behaviour across B&FC
7. To be proactive in identifying and pursing opportunities that are appropriate to maintaining your own professional development, and to positively engage in the B&FC performance review scheme and all relevant training
8. To maintain the confidentiality and security of information and data at all times
9. Undertake any other tasks and responsibilities appropriate to the level of this post

This job description is current at the date shown and may be amended after consultation and agreement between management and the post holder: 2021

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**PERSON SPECIFICATION**

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| **Programme Leader** | | |
| **Personal attributes required based on Job Description**  **Essential (E) or Desirable (D)** | | |
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| 1 | **Qualifications** | **E** |
| Possession of a recognised teaching qualification (minimum level 5) or be willing to  commence studies within 1 year of appointment |
| 2 | Level 2 in English and mathematics or equivalent or willingness to undertake within 12 months of appointment | **E** |
| 3 | Possession of subject specialist qualification at minimum Level 5 or Level 6 or Level 7 (HE Delivery only) qualification in the relevant discipline | **E** |
| 1 | **Experience** | **E** |
| Industrial, commercial or research experience in an appropriate related discipline |
| 2 | Experience of teaching a wide range of levels evidenced by high student satisfaction and high success rates. | **E** |
| 3 | Experience of effectively tutoring and supporting individuals, evidenced by high success rates and student satisfaction. | **E** |
| 4 | Ability to co-ordinate a team of individuals to deliver a specific programme of curriculum to high standards. | **E** |
| 5 | To show initiative to develop curriculum based on demands of the sector. | **E** |
| 6 | Experience of using and applying quality improvement processes related to the curriculum. | **E** |
| 7 | Experience working in Further Education or Higher Education | **E** |
| 1 | **Knowledge, Skills and Abilities**  Ability to respond to a range of learning styles | **E** |
| 2 | The ability to communicate in all forms clearly, succinctly and in a timely manner | **E** |
| 3 | Positively influence and motivate team members to develop the learning experience for students | **E** |
| 4 | Demonstrate skills in meeting a range of targets related to B&FC priorities through effective monitoring and coordinating e.g., recruitment, retention and attendance. | **E** |
| 5 | Build successful business relationships with internal / external stakeholders | **E** |
| 6 | Knowledge and evidence of Digital Fluency including possession of Microsoft Innovative Educator Certification or willingness to obtain within three months of appointment | **E** |
| 1 | **Behaviours**  Demonstrable commitment to **delivering results** through taking responsibility for meeting objectives through communicating with impact, adopting a customer-centric focus and consistently measuring and improving | **E** |
| 2 | Successfully and actively **work together** engaging with colleagues across B&FC effectively and inclusively to achieve positive outcomes | **E** |
| 3 | To show commitment to a **future-focused** approach, actively contributing to the future success of B&FC through making effective decisions, demonstrating a commitment to B&FC values, vision, operational and strategical direction and a willingness to adapt to change | **E** |
| 1 | **Further Requirements**  To hold a full UK driving licence and access to a vehicle or equivalent mobility for business purposes (with the ability to maintain appropriate level of business insurance for car users) | **D** |