

JOB DESCRIPTION

POST TITLE	:	Programme Leader in Maths & English
SCALE	:	Lecturer C, Pay Points 12 - 15
SALARY	:	£39,383 - £44,344
RESPONSIBLE TO	:	Head of Maths and English
CLOSING DATE	:	5.00pm, Thursday 26 September 2024
INTERVIEW DATE	:	Friday 4 October 2024

Main Purpose of the Post

To promote and provide an excellent learning experience which ensures high achievement for all students.

To lead on the rigorous tracking of student attendance across a range of programmes, liaising with cross College tutors and managers to deal with emerging attendance and achievement concerns.

To act as a key link between the subject teaching teams and the relevant Curriculum Manager to ensure that actions are taken and outcomes measured with regard to student attendance, progress and achievement.

To work as a part of a team, taking the lead on key divisional priorities such as growing the Adult provision, increasing commercial income streams and improving results.

Main Responsibilities

- 1) To teach effectively on a range of programmes across the Division's Curriculum.
- 2) To thoroughly plan and evaluate the effectiveness of teaching.
- 3) To accurately assess and monitor student work to assure high achievement and progression.
- 4) To provide effective tutorial and pastoral support.
- 5) To contribute fully to divisional and College teams including sharing best practice and being involved in developing the curriculum.
- 6) To maintain high quality records and provide timely information.
- 7) To teach, relevant to subject specialism, up to 832 hours per year.
- 8) To assure full compliance within the Division and more broadly across the College with key policies, notably the Student Code of Conduct, Single Equality; Health and Safety and Safeguarding.
- 9) To take an active part in the marketing operations of the College including the recruitment and admission of students to the Division.

- 10) To commit to continuous professional development to maintain high professional standards and subject specialisms.
- 11) To undertake invigilation duties from time to time.
- 12) To be responsible for the administration, co-ordination, resources, and successful leadership of a substantial programme area. Take responsibility for the recruitment, progression and support of students.
- 13) To take the lead to ensure successful internal and external validation of the programme area.
- 14) To carry out other duties as the Principal may reasonably request.

PERSON SPECIFICATION

POST: Programme Leader

DIVISION: Maths and English

QUALIFICATIONS		Essential (E) Desirable (D)	To be identified by:
1	Degree or equivalent level qualification in a relevant discipline	E	Application form/ Interview
2	A recognised teaching qualification	E	Application form/ Interview
3	Higher degree or equivalent level qualification in a relevant subject	D	Interview
KNOWLEDGE			
1	Knowledge of current issues in the sector relevant to the division	E	Application form/ Interview
2	Knowledge of relevant GCSE and Functional Skills specifications within the Division	E	Application form/ Interview
3	Knowledge of Quality Assurance systems relating to the curriculum area and sector	D	Application form/ Interview
4	Awareness of Safeguarding Legislation	E	Application form/ Interview
EXPERIENCE			
1	Experience of successful teaching of subject specialism	E	Application form/ Interview
2	Experience of managing large data sets to inform next steps and measure performance	E	Application form/ Interview
3	Experience of delivering tutorial/pastoral care to a group of students	D	Application form/ Interview
PERSONAL			
1	Excellent communication and administrative Skills	E	Interview
2	Experience of using intranet and IT in the Classroom	E	Interview

3	Willing to enhance IT skills in accordance with the requirements of the College	E	Interview
4	Commitment to ongoing professional development	E	Interview
5	Enthusiasm for the role of further education in building futures and changing lives	E	Interview

STANDARD COLLEGE REQUIREMENTS

1	Commitment to College’s Single Equality Policy	E	Interview
2	Commitment to the delivery of excellent teaching and support to our students	E	Interview
3	Good teamworking skills and commitment to teamworking	E	Interview
4	The College is committed to safeguarding children, young people and vulnerable adults and expects all staff to share that commitment.	E	Application form/ Interview/DBS/ References
5	Regular and Reliable Service (the College does not wish to appoint individuals with a high sickness record where there is no underlying medical reason)*	E	References/ Occupational Health Assessment

**Note this does not affect any individual’s rights under the Equality Act. The College wishes to promote the recruitment of disabled staff and would endeavour to make reasonable adjustments where practical. Disabled applicants who meet the essential criteria will be guaranteed an interview.*