

JOB DESCRIPTION

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| POST TITLE | : | Programme Leader (Initial Teacher Education Programmes) |
| SALARY | : | Up to £45,453 |
| RESPONSIBLE TO | : | Head of Science Health and Education |
| CLOSING DATE | : | 12.00pm, Tuesday 22 April 2025 |
| INTERVIEW DATE | : | Wednesday 30 April 2025 |

Main Purpose of the Post

The Programme Leader will work closely with the Curriculum Manager and the Head of Learning and Professional Development to lead and deliver on the Initial Teacher Education Programme for Further Education, while also supporting with the delivery of learning and teaching across college, while contributing to the excellence success of our learners

Main Responsibilities

- 1 To manage support with the recruitment process for Initial Teacher Education courses at undergraduate and postgraduate education courses.
- 2 To ensure compliance with Ofsted and Office for Students (OfS)
- 3 To teach effectively on a range of programmes across the Teacher Education programmes.
- 4 To ensure that annual monitoring, planning and target setting is completed in line with the College and partner Universities.
- 5 To contribute to the innovation across divisions in the identification and dissemination of good academic practice, pedagogical, pastorally and procedurally.
- 6 To ensure that the course design, delivery and assessment comply with the quality standards and regulations.
- 7 To develop and apply appropriate teaching techniques and materials, that creates interest, engages, and promotes enthusiasm while ensuring continuation and successful completion.
- 8 To accurately assess and monitor learners work to ensure student progression and achievement.
- 9 To provide effective tutorial and pastoral support, mentoring and undertake lesson observations.
- 10 To contribute fully to departmental and College teams including sharing best practice and being involved in developing the curriculum.
- 11 To maintain high quality records and provide timely information.

- 12 To teach, relevant to subject specialism, up to 832 hours per year.
- 13 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.
- 14 To take an active part in the marketing operations of the College including the recruitment and admission of students to the Division.
- 15 To commit to continuous professional development to maintain high professional standards and subject specialisms.
- 16 To undertake invigilation duties from time to time.
- 17 To carry out such other duties as the Principal may reasonably request.



PERSON SPECIFICATION

POST: Programme Leader (Initial Teacher Education for Further Education Programmes)

DIVISION: Science Health and Education

| QUALIFICATIONS | Essential (E) Desirable (D) | To be identified by: |
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| 1 A relevant first degree | E | Application form |
| 2 A relevant higher degree (MA, MEd, PhD or Professional doctorate) | E | Application form |
| 3 A recognised teaching qualification PGCE, QTS or QTLS status | E | Application form |

KNOWLEDGE

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| 1 Knowledge of emerging trends in the national HE and ITE sector and the implications of these for the College and partner Universities. and Training relating to the curriculum area | E | Application form/ Interview |
| 2 Knowledge and understanding of ITE provisions | E | Application form/ Interview |
| 3 Knowledge of Quality Assurance systems relating to the curriculum area and sector including teaching standards, Ofsted and OFS etc. | E | Application form/ Interview |
| 4 Knowledge of Ofsted ITE Inspection Framework and the DfE ITT Criteria and supporting advice. | E | Application form/ Interview |
| 5 Knowledge of student recruitment challenges and initiatives | E | Application form Interview |
| 6 Awareness of Safeguarding Legislation | E | Application form/ Interview |

EXPERIENCE

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| 1 Successful experience of teaching on ITE | E | Application form/ |
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| | programmes and/or undergraduate and postgraduate | | Interview |
| 2 | Significant experience of mentoring teachers/ teaching staff in placements/schools or colleges | E | Application form/ Interview |
| 3 | Experience of successful engagement in quality assurance and improvement planning | E | Application form/ Interview |
| 4 | Successful engagement in the recruitment of students, marking of courses or promotion. of courses | E | Application form/ Interview |
| 5 | Commitment to on-going professional development and the upkeeping of professional/academic expertise. | E | Application form/ Interview |

PERSONAL

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| 1 | Professional, conscientious, flexible, enthusiastic, self-motivated, forward thinking in problem solving | E | Interview |
| 2 | Commitment to work in partnership with others | 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 |
| 6 | Commitment to College's Single Equality Policy | E | Interview |

STANDARD COLLEGE REQUIREMENTS

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| 1 | Commitment to the delivery of excellent teaching and support to our students | E | Interview |
| 2 | Good teamworking skills and commitment to teamworking | E | Interview |



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| 3 | The College is committed to safeguarding and expects all staff to share that commitment | E | Application form/ Interview/DBS/ References |
| 4 | 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.*