

# JOB DESCRIPTION

JOB TITLE: Programme Area Manager

GRADE: Management Spine A

FACULTY:

RESPONSIBLE TO: Curriculum Director

**JOB PURPOSE:**

To assist in the development and management of the curriculum provision with the Programme Area (both internal and external) in order to ensure high quality learning, assessment, achievement and progression for all learners in the Programme Area.

**DESCRIPTION OF DUTIES AND RESPONSIBILITIES:**

The following duties are not shown in order of priority of frequency nor is the list comprehensive, but rather an indication of the type and level of duties expected of this post.

1. Lead staff in the Programme Area and be responsible for the effective teaching and learning across the area.
2. Carry out staff appraisals.
3. Carry out classroom observations.
4. Assist Curriculum Director with organisation of course programmes, profiles and timetables, including those of teaching staff.
5. Organise and manage interviews and admission of students to courses relevant to the area, to include discussion with employers.
6. Assist with the interviewing and appointment of technical and supervisory staff.
7. Be responsible for organising day-to day cover for absenteeism.
8. Communicate effectively with staff ensuring that they have sufficient knowledge to enable them to perform effectively. Organise staff continual personal development and updates across the area to meet legal and awarding body requirements.
9. Be responsible for the co-ordination of student assessment; and the internal and external verification of courses and programmes within the area in accordance with the College and Awarding Body requirements. Act as a Centre contact for the Awarding Body. Regularly monitor and quality control course performance.
10. Work with the Curriculum Director in the development of new provision across identified curriculum areas; and ensure that secure provisions of Key Skills and tutorial is established with Programme Area(s).
11. Work with the Curriculum Area to ensure that both unit and commercial targets are met. In accordance with the arrangements set by the Curriculum Director, ensure that there is appropriate provision and use of data relevant to the Programme Area(s).
12. Organise course review and evaluation within the programme area in order to contribute to the self –assessment report. Lead action planning that follows from that process.
13. Work with other Managers to implement College procedures where appropriate, and work with other Programme Area Managers to develop new programmes.
14. Carry out teaching duties as agreed with the Curriculum Director to maintain current knowledge of teaching and learning issues and to use this experience to enhance management of the curriculum area.
15. Br responsible for matters of student discipline within the scope of the Student Disciplinary Code.
16. Ensure that Apprenticeships, Full Cost Bespoke Training and other targets are achieved across the area.
17. Engage fully in demand lead provision and meet objective targets set by College and Curriculum Area workforce development strategy/ plans.
18. Report on all employer engagement to Curriculum Director.
19. Produce course costings for approval by Curriculum Director for all new and current courses.
20. Attend meetings with employers and other bodies to respond proactively to their needs.
21. Support staff in the design of new courses/ programmes.
22. Be responsible for the co-ordination of support for students at risk or where needs have been identified.
23. Carry out training needs analysis for employers to promote services of the College.
24. Ensure auditable records are maintained on student attendance, progress and achievement to meet College, Learning and Skills Council, OFSTED and Awarding Body requirements. Provide the best possible service to all customers, both internal and external, in line with the College standards.
25. Keep the work area tidy and work in a safe manner at all times in accordance with Health and Safety regulations.
26. Promote and implement the College’s Equality and Diversity Policy and Single Equalities Scheme and contribute to promoting a safe and inclusive environment for all learners.
27. Support the College’s quality initiatives, promoting the values of the College and ensuring that outputs meet college quality standards.
28. Provide the best possible service to all customers (both internal and external) in line with the College standards.
29. Responsible for safeguarding and promoting the welfare of your students having due regard to the College’s Child & Vulnerable Adults protection Policy.

**AND** such other duties as are within the scope of the spirit of the job purpose, the title of the post and its grading.

**DIRECTLY RESPONSIBLE FOR THE FOLLOWING STAFF:**

Full and Part-Time Lecturers, Programme Leads

If you have any queries relating to your Job Description please consult your line manager. Copies of this Job Description are held by the College Human Resources Department.

Date: April 2014

**PERSON SPECIFICATION**

**Programme Area Manager**

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| **Candidate:** | | **Interviewer:** | | **Date:** | |
| **Essential Criteria** | | **M** | **Comments** | | **Score** |
| **1.** | **Qualifications / Knowledge** |  |  | |  |
| 1.1  Degree or equivalent qualification in vocational area | | **A** |  | |  |
| 1.2  Teaching Qualification to Level 4 or equivalent. | | **A** |  | |  |
| 1.3  Significant and recent work experience in vocational area. | | **A/I** |  | |  |
| 1.4  A range of training experience. | | **A/I** |  | |  |
| 1.5  Sound knowledge of current workforce developments and employment opportunities in vocational area. | | **A/I** |  | |  |
| 1.6  Sound knowledge of modes of assessment relevant to Curriculum area and Programme Area in particular including IV and EV. | | **A/I** |  | |  |
| **2.** | **Skills** |  |  | |  |
| 2.1  Experience of maintaining effective student discipline. | | **A/I** |  | |  |
| 2.2  Knowledge of course review and evaluation process. | | **A/I** |  | |  |
| 2.3  Teaching to a high standard. | | **I** |  | |  |
| 2.4  People management skills sufficient to effectively manage/ lead a team. | | **A/I** |  | |  |
| 2.5  Effective communication at all levels internally and externally to college including ability to give constructive feedback to learners and deal with complaints. | | **A/I** |  | |  |
| 2.6  Good communications and interpersonal skills to network and develop effective links with external partners. | | **A/I** |  | |  |
| 2.7  Experience of team working. | | **A/I** |  | |  |
| 2.8  Good organisation and admin ability. | | **A/I** |  | |  |
| 2.9  Able to prioritise and meet deadlines. | | **I** |  | |  |
| **3.** | **Approach** |  |  | |  |
| 3.1  Demonstrate a positive approach to Equality and Diversity. | | **I** |  | |  |
| 3.2  Demonstrate a positive approach to customer services. | | **I** |  | |  |
| 3.3  Demonstrate a willingness to undertake staff development as necessary. | | **I** |  | |  |
| 3.4  Demonstrate an ability to meet the College quality standards. | | **I** |  | |  |
| 3.5  Demonstrate an ability to take responsibility for managing Health and Safety at work. | | **I** |  | |  |
| 3.6  Commitment to teaching Basic Skills. | | **I** |  | |  |
| 3.7  Demonstrate a commitment to safeguarding and promoting student welfare. | | **I** |  | |  |
| 3.8  Demonstrate understanding of responsibility and boundaries of own role in providing individual learner supports. | | **I** |  | |  |
| **4.** | **Special Factors** |  |  | |  |
| 4.1  Willing to work outside normal hours as and when required. | | **I** |  | |  |
| 4.2  Demonstrate suitability to work with children and DBS compliance. | | **I** |  | |  |
| **Desirable** | | **M** | **Comments** | | **Score** |
| **5.** | **Knowledge** |  |  | |  |
| 5.1  Holds assessor and Verification Awards. | | **A** |  | |  |
| 5.2  Management or supervisory experience. | | **A** |  | |  |
| 5.3  Experience of liaison with External Verifiers and Awarding Bodies. | | **A** |  | |  |
| **6.** | **Skills** |  |  | |  |
| 6.1  Good IT skills. | | **A/I** |  | |  |

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| **Score** | **Key** | **Score** | **Key** |  | **Method** | **Key** |
| 1 | Poor | 3 | Good |  | A | Application Form |
| 2 | Satisfactory | 4 | Excellent |  | T | Test |
|  |  |  |  |  | I | Interview Question |
|  |  |  |  |  | P | Presentation |
|  |  |  |  |  | O | Teaching Observation |

**General conditions of appointment for managers**

At Leicester College some general conditions of employment will apply to all management roles within the College. These are detailed below:

**1. Equality Diversity and Inclusion**

Leicester College is committed to achieving equal opportunities for all and to ensuring that all learners, staff and visitors are treated with respect, courtesy and integrity in all aspects of College life. The College is opposed to all discriminatory attitudes and behaviours, particularly in relation to ability, age, colour, educational needs, ethnic origin, gender, marital status, race, religion or belief, sexual orientation, social background or trade union membership. We value ethnic, cultural, linguistic and social diversity and believe that such diversity enriches both the College and the wider community in which it exists.

Leicester College is committed to safeguarding and promoting the welfare of young people and children and expects all staff and volunteers to share this commitment.

**2. On appointment**

The appointment is subject to:

(a) A period of probationary service of 9 months for new employees.

(b) Medical clearance provided by the College’s Medical Advisor which the College considers to be satisfactory.

(c) Proof of your eligibility to work in the UK.

(d) Two references which the College considers to be satisfactory.

(e) **The College is committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. All Management positions are subject to an enhanced DBS disclosure that is considered satisfactory by the College. If you are appointed you must reimburse the College of the cost of a Disclosure and Barring Service check (previously Criminal Records Bureau). The cost (£50.50 for an enhanced disclosure) will automatically be deducted from your first salary payment. You are also required to subscribe to and pay for the on line DBS Update Service.**

**It is an offence for anyone who is barred by the ISA from working with children, young people and or vulnerable adults to apply for this position.**

A disclosure provides details of a person's criminal record including convictions, cautions, bind overs and reprimands held on the Police National Computer. It may also include details from lists held by the Department of Health and the Department of Education of those considered unsuitable. It may also include information held by local police forces.

Any offer of employment made by the College will be conditional upon the receipt of a satisfactory disclosure. The successful candidate will not normally be permitted to commence their employment until this has been received.

In exceptional circumstances employment may commence prior to the checks having been completed by the DBS but only on receipt of a completed disclosure application form and supporting documentation from the candidate. In such cases supervision will be put in place.

Further information can be obtained from: [www.gov.uk/dbs](http://www.gov.uk/dbs)

The disclosure of a criminal record, pending prosecution or other relevant information will not necessarily bar you from appointment to the post. This will depend upon the nature of the position and the circumstances and background of your offences and other relevant information.

Failure to declare a conviction, caution reprimand or pending prosecution (other than a protected conviction or caution) may, however, disqualify you from appointment, or result in disciplinary action which may result in summary dismissal in the event of the discrepancy coming to light after your appointment.

(f) Salary is paid monthly by credit transfer into a Bank or Building Society account.

(g) A full year’s leave entitlement (1st August to 31st July) will be 35 days per year, together with statutory bank and concessionary holidays (currently 12 days), (pro-rata for part time posts).

(h) All employees may choose to become a member of a trade union. The College supports the system of collective bargaining and believes in the principle of solving employee relations matters by discussion and agreement.

**3. When applying**

Application forms can be completed on line at [www.leicestercollege.ac.uk](http://www.leicestercollege.ac.uk). Applicants will receive confirmation of receipt of their submitted application form by email.

Car parking is limited for visitors at all campuses and not normally provided. If you need a car park space to attend for interview e.g. due to a disability, please contact the Human Resources department on 0116 2295553 to arrange.

Please note that smoking is not allowed anywhere on any College site (inside and outside College buildings) and not permitted in College vehicles.

Candidates who feel that they have not been fairly treated at an interview are entitled to complain in writing to the Director of Human Resources within 7 days of the interview. The matter will then be investigated and a response will be made.