

This Job Description sets out the organisational position, reporting lines, key accountabilities and relationships.

MAIN COLLEGE LOCATION: **East Surrey College**

POST OUTLINE:

The purpose of this role is to work in partnership with the Director of Learning in managing and Coordinating a range of activities and staff within the Curriculum Area in their capacities as Lecturers/Course Leaders, Personal Tutors, and LSA's and take responsibility for ensuring a high quality learning experience and the success of all students who attend Literacy and Numeracy courses within the department.

To also Deputise for the Director of Learning as required

Post Reports To: **Director of Learning**

Key Outcomes:

A well led Curriculum Area will have the following key outcomes to meet set targets:

- achieve or exceed student enrolment targets for the Curriculum Area
- achieve or exceed student retention and achievement targets
- students achieve or exceed their target grades
- Students have positive destinations

Key Accountabilities:

Quality

To assure quality in common with colleagues throughout the department in particular within the Curriculum Area, to include:

- Promoting the highest standards within all areas of the Curriculum Area's activities
- Taking part in the process of measurement, monitoring, review and reporting as required through the annual self-assessment cycle
- Ensure course documentation and course quality systems conform to College requirements and are produced accurately and timely
- Ensure that the quality control and assurance systems meet the requirements of the validating bodies including leading on IVing and preparation for EV/Standards Moderation
- Assist the Head of Department on the production of the Curriculum Area Self- Assessment Report and achievement of targets within the Quality Improvement Plan
- Assist the Head of Department with the timetabling of courses as and when required

Curriculum

To lead the Construction teaching team which ensures, for each student in the Curriculum Area, the highest standards of curriculum delivery, to include:

- Providing academic leadership and thorough knowledge to support the team
- Overseeing the work of members of the team including student assessment and evaluation
- Representing the curriculum area and views of team members at, and reporting back from, all areas of consultation
- Encouraging members of the team to keep abreast of recent developments in the curriculum area, with Awarding bodies within Further Education
- Leading curriculum planning and development in the subject area in the context of College policies, and contributing appropriately to cross College programmes

- Responsibility for the adoption of effective teaching approaches within the subject area and for selecting, developing and promoting the use of suitable materials and resources to support these approaches, to include information technology
- Ensuring effective departmental admissions procedures for all students, including pre_ entry advice and guidance and diagnostic assessment
- Operating examination and assessment policies in the Curriculum Area in accordance with current College policies, and being responsible for their implementation and regular evaluation
- Arranging for students to receive suitable work and [if needed] supervision when a lecturer is absent and updating College Systems accordingly
- Ensuring that information is provided for parents and colleagues about the work in the subject area and the progress of students within it
- Ensuring that students on courses and in tutor groups within the Curriculum Area receive appropriate support and that referrals are made in accordance with College procedures

Leadership and Management

To provide efficient and effective management and leadership for staff (teaching and non-teaching) within the Curriculum Area, to include:

- Actively ensuring and promoting the observance and consistent implementation of College policies and personnel procedures, including interview, induction, Probations and appraisals of staff
- Assisting in the professional development of Lecturers, in all aspects of their role, including appropriate induction, and career development, in consultation with the Head of Department
- Working with the Head of Department on the efficient timetabling of staff in the Curriculum Area and ensure that staff Utilisation is accurate and that all staff members are working to their contracted hours
- Ensuring representation of the subject area at relevant meetings and to convene and chair meetings as may be required
- Supporting the development of the Lecturing staff by mentoring and coaching where required, and to identify and share best practice in teaching and learning
- Taking responsibility for the efficient management and the day to day overview of the deployment and delivery of learning and teaching across the Department
- Ensure compliance of all mandatory training/CPD are adhered to for self and staff

Finance/Resources

To ensure efficient management and administration of the Curriculum Area's finance/resources, to include:

- Liaising with the Head of Department on the efficient and effective use of consumables and funds allocated to the Department
- Responsible for the usage, storage and security of all resources within the subject area.
- Arrange an annual stock take of assets held by the department.
- Support the development of full cost and other programmes to meet the needs of the business community and other stakeholders
- Ensure that staff Utilisation is accurate and that all staff members are working to their contracted hours. That hourly paid staff is not timetabled until all established resources have been exhausted

Personal Tutoring

- To ensure that all Personal Tutors in the Department carry out their duties to:
- Support, motivate, monitor and guide students
- Support achievement of student success
- Fulfill duties regarding recording and monitoring progress,
- Carry out and record regular 121s with students and record comments and actions
- Ensure that students receive relevant information, especially regarding policies, procedures and College-wide expectations
- Ensure that other relevant colleagues are made aware of any significant issues related to students
- Liaise with other staff within the College to ensure that appropriate support is in place
- Complete references for tutees

- Support, advise and direct tutees during the HE process
- Liaise with parents / guardians regarding Students progress and any other relevant matters

Course Leadership

To support Lecturers/Course Leaders in the Department to carry out their duties to:

- Support, motivate, monitor and guide students
- Support achievement of student success
- Fulfill duties regarding recording and monitoring progress,
- Conduct and record regular progress reviews with students and record comments and actions
- Ensure that students receive relevant information, especially regarding policies, procedures and College-wide expectations
- Ensure that other relevant colleagues are made aware of any significant issues related to learners
- Liaise with other staff within the College to ensure that appropriate support is in place
- Liaise with parents / guardians

Health and Safety

- To support the Head of Department with all aspects of Health & Safety within the Department
- Carry out and keep up to date risk assessments for the safe undertaking of all work related activities
- To support members of the Curriculum Area in complying with College health and safety practices and procedures, as outlined in the *Health & Safety Policy and Procedures*, including specific risk assessments
- Comply with and promote College Health and Safety policies and procedures and to undertake mandatory Health and Safety training as and when necessary
- Be responsible for Staff welfare and ensure that College Policies and Procedures are adhered to
- To also advise HR immediately where there is any work related absences and any other performance issues

Personal Competencies:

Core Competencies

- Valuing Equality and Diversity
- Working with People; Team Working, Communication
- Results Focus; Drive to Achieve Excellence, Technical Skills & Professionalism
- Focus on Delivery; Organisational Awareness, Customer/Student Focus
- Self-Motivation; Adaptability & Flexibility, Accountability

Management Competencies

- Performance Management
- Resource Management

Key Relationships:

The post holder will need to form effective and co-operative working relationships, in particular with:

- Director of Learning
- Programme Manager
- Lecturers/Course Leaders
- LSA's
- Quality Team
- Students/Employers/Parents/Carers
- Client Services/Student Support
- Potential students
- External verifiers
- Examinations Department
- MIS Department
- Awarding bodies

Expectations of the Post Holder:

The post holder will undertake assigned responsibilities effectively and efficiently, and within regulatory and legislative requirements; achieve individual and departmental targets within the College's annual planning and staff performance review processes and budgetary constraints and:

1. Actively promote equality and diversity, recognising and actively challenging stereotyping, prejudice and discrimination, ensuring that these principles permeate all working practices. All staff are required to undertake mandatory Equality & Diversity Training.
2. Adhere to and actively promote the College's Safeguarding policy and procedures, and undertake mandatory Safeguarding Training.
3. Adhere to and actively promote the College Group's Prevent Agenda
4. Adhere to and actively promote the College's Data Protection policy and procedures, and undertake the mandatory Data Protection Training.
5. Ensure effective quality control and continuous improvement in all aspects of this post, in keeping with the College's existing and developing quality assurance systems.
6. Be committed to professional self-development, through participation in the College continuing professional development programme which includes industry based work shadowing, attending seminars, College conference days and training events appropriate to the job role.
7. Comply with and promote College Health and Safety policies and procedures and to undertake mandatory Health and Safety training as and when necessary.
8. Undertake such other duties as required, commensurate with the grade of the post, as may be reasonably required at the initial place of work or at other locations in the College.
9. Support cross college events such as Open Evenings and Enrolment sessions when required
10. Adhere to all College procedures as detailed in the Employee Handbook
11. At all times seek to serve the best interests of the College
12. To provide cover for colleagues during periods of holiday or sickness absence

NB: This job description outlines a range of main duties. It is not exhaustive and can be varied in consultation with the post holder in order to reflect changes in the job or the organisation.

Programme Manager – Construction

The following is a list of skills, experience and qualities that we might expect to find in the successful applicant for this post:

QUALIFICATIONS

Highlights the qualifications expected of jobholder

Orbital South Colleges Group is committed to supporting all employees in obtaining Level 2 Maths and English, if this has not already been achieved.

Criterion	Essential	Desirable
Maths & English GCSE / Level 2 equivalent	✓	
Minimum of Level 4 (ideally Level 5) qualification in a relevant subject specialism	✓	
Specific subject specialism and qualifications in a Construction subject (Brickwork is preferred)	✓	
Full Teaching qualification (at Level 5 or above)	✓	
Assessor and internal verification qualifications (achieved or to be worked towards within an agreed timescale for completion)		✓
Equality & Diversity Level 2 (or willing to obtain)	✓	
Safeguarding Children & Vulnerable Adults Level 2 (or willing to obtain)	✓	

KNOWLEDGE & EXPERIENCE

Highlights the knowledge and experience required by the jobholder of specific processes, procedures and technical requirements

Criterion	Essential	Desirable
Experience of co-ordinating a subject area or acting as a course leader	✓	
Staff management experience (supervisory and coordination experience may also be considered)	✓	
Understanding of issues in teaching and learning in FE	✓	
Industry experience and knowledge of relevant subject curriculum	✓	
A track-record of success in teaching within the relevant curriculum area	✓	
Experience of a variety of assessment procedures	✓	
A demonstrable track record of improving success rates and standards within a relevant curriculum area.	✓	
Knowledge of current developments in the FE/Adult curriculum		✓
Understanding of issues associated with implementing quality improvement systems	✓	
Experience of dealing with change		✓

COMPETENCIES – refer to the Corporation Competency Framework and Job Description

Specific personal skills and behaviours required of the jobholder

Criterion	Level Expected
Valuing Equality and Diversity	2
Working with People (Team Working, Communication)	2
Results Focus (Drive to Achieve Excellence, Technical Skills & Professionalism)	2
Focus on Delivery (Customer/Student Focus, Organisational Awareness)	2
Self-Motivation (Adaptability & Flexibility, Accountability)	2
Performance Management	2
Resource Management	2

