

## JOB DESCRIPTION

- 1 JOB TITLE:** Programme Manager Construction
- GRADE:** SPOT
- RESPONSIBLE TO:** Head of Aldershot Campus/Vice Principal
- FACULTY** Construction
- LOCATION:** Holder Road, Aldershot
- HOURS OF WORK:** Full Time

### 2 PURPOSE OF POST

To manage a programme area or areas within the Faculty

### 3 OBJECT OF JOB

- To be responsible for the leadership and management of courses in the programme area or areas.
- To teach and manage learning groups in the programme area
- To contribute to a range of other FE and HE programmes within the Faculty as required

### 3 DESCRIPTION OF MAIN RESPONSIBILITIES:

Leadership and Management:

- To lead and manage all aspects of the programme area or areas to ensure success for all students and a high-quality teaching and learning experience
- To line manage staff within the Programme Area to ensure their effective contribution to the objectives of the Programme area and of the College.
- To ensure that quality improvement processes are consistently and routinely applied within the programme area so that good practice is shared and any issues are addressed promptly
- To ensure that students maintain appropriate standards of behaviour and to deal promptly and fairly with any failure to do so.
- To manage the effective interviewing, recruitment, admission and enrolment of students
- To lead the planning, delivery, monitoring and evaluation of the Programme Area Self Assessment report and Quality Improvement plan.
- To meet regularly with the team to review student progress and key areas of improvement and development.
- To undertake such organisational and managerial duties as may be required by the Assistant Principal and to contribute to the overall management of the Faculty.
- To promote excellence in the areas of the post holders responsibility
- To ensure that functional skills are delivered effectively

- To ensure that the courses are accurately recorded on the College's Management Information System and that they are in scope for funding

#### Teaching:

- To contribute to the teaching of relevant programmes
- To prepare and deliver appropriate learning materials
- To maintain and update student and programme records
- To carry out assessment of students and their work
- To manage the learning environment in a manner that facilitates effective student learning

#### Tutorial Duties:

- To provide support, monitoring and advice to students associated with tutorial responsibilities
- To act as a group tutor as required

#### Curriculum Development:

- To lead curriculum development including the planning and implementation of existing and new programmes

#### Marketing:

- To manage the recruitment of students by undertaking promotional activities
- To contribute to the production of publicity materials

#### Working with Colleagues:

- To work in close cooperation with other Programme Managers, members of programme teams and other working groups. This will include attendance at meetings of programme teams and other working groups as appropriate
- To work closely with awarding and validating bodies and their representatives

#### Professional duties:

- To update knowledge and skills
- To undertake appropriate professional development

#### Equality & Safeguarding:

- To support and further the College's Equality Policy
- To ensuring the safeguarding of young people and vulnerable adults

#### Other:

- To undertake, from time to time, other duties as required by the Assistant Principal

#### **4 NUMBER OF STAFF SUPERVISED AND GRADES:**

Supervision and management of staff within the programme area

#### **5 MAIN TYPES OF DECISIONS TAKEN:**

- Decisions related to pedagogical duties outlined above
- Decisions related to the leadership and management tasks outlined above

#### **6 MAIN CONTACTS:**

- Students
- Teachers, managers and support staff
- External organisations, including awarding / validating bodies.

#### **7 PERSON SPECIFICATION:**

EDUCATIONAL ATTAINMENTS OR ACADEMIC/ PROFESSIONAL QUALIFICATIONS:

- Relevant degree or equivalent qualification
- Teacher training qualification

ESSENTIAL WORK EXPERIENCE:

- Experience of teaching in relevant programme areas
- Experience of working in a relevant sector

ESSENTIAL OR SPECIFIC SKILLS/COMPETENCIES OR APTITUDES:

- Ability to deal effectively with students
- Ability to lead and manage staff
- Commitment to quality improvement

PERSONALITY/BEHAVIOURAL CHARACTERISTICS:

- Flexible approach to work
- Able to work in a team
- An exemplary practitioner

### **SAFEGUARDING**

The College is committed to safeguarding and promoting the welfare of young people and vulnerable adults and expects all staff to share this commitment. This position will involve contact with young people and vulnerable adults. Consequently, the post-holder will be obliged to demonstrate and maintain their suitability to work with young people and vulnerable adults. This will include a requirement to undertake an enhanced Disclosure & Barring Service.

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**SIGNED:**

**DATE: January 2024**

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**NAME: Clive Hodge**

**Vice Principal**