

#### Job Description

**Post title:**  **Study Programme Manager (SPM)**

**Based at: St Austell**

**Reports to:**   **Curriculum Area Manager (CAM) or Head of Campus (HOC)**

**Responsible for: Study Programme(s) and associated learners**

Terms & Conditions: Teaching Contract (with a commitment to teach 828 hours per annum)

Primary Purpose of Role:

To Lead on the development and delivery of the Cornwall College and Cornwall Care Care Academy delivering professional and innovative courses that are attractive to people considering or working in the Health and Social Care Sector.

To lead manage the Cornwall College Cornwall Care Academy team in the delivery of the aims and objectives of the Care Academy.

To be the Senior Responsible Officer (SRO) of the Joint Programme Board overseeing the development of the Cornwall College & Cornwall Care initiative.

To manage all aspects of the Study Programme(s) and provide a positive experience for all learners enrolled that enables them to achieve to their maximum potential.

In collaboration with the CAM/HoC to be accountable for all aspects of the learner journey from initial marketing, promotion, initial advice and guidance and solely responsible for successful learner progression and careers advice, achievement, recording destinations, programme design and consistently high levels of teaching, learning and assessment.

**Key Areas of Responsibility**

**Study Programme(s) and Learners**

You are responsible for all learners enrolled on your Study Programme(s) and must ensure that:

1. All learners attend their lessons. You must monitor attendance for your area and ensure that registers are completed in line with the associated Policy. This is inclusive of the learner’s main qualification and English and maths where appropriate.
2. You are the main point of contact for parents/guardians throughout a learner's journey at TCCG.
3. Intervention is proactive, timely and in line with College Policies and Procedures.
4. You are responsible for working with the learners to achieve their overall success at College and must ensure that attendance at English and maths is good. Where such matters are escalated to you, you must take timely steps to resolve the issue.
5. Be actively involved with all teaching, instructing and assessing. To ensure high quality of education in all aspects of a learners Study Programme.
6. All learners complete Initial Assessment prior to enrolment with results shared with the teaching team.
7. All learners should behave in accordance with the code of conduct in all lessons and social spaces. Where poor behaviour is escalated to you, you should take timely steps to resolve the issue.
8. You are responsible for ensuring all of your learners complete a full study programme including work / Industry placements. You can utilise the support of the Work Experience Coordinator to ensure that all Study Progamme learners enrolled in your area have a suitable employability programme and opportunity for Work Experience / Industry Placement which can be evidenced in terms of attendance and outcomes.
9. You should continuously monitor the levels of retention and success of your learners. You must ensure that all learners have targets set and take steps to ensure that they are achieving.
10. You must ensure that College systems are being used to support learner progress and success and take action to resolve issues identified, escalating issues where necessary to the Curriculum Area Manager or Head of Campus.
11. Ensure all learners have opportunity to be heard in relation to their learning experience and act upon or escalate any concerns that are raised. Complete internal and external learner surveys as required.
12. Positively support progression and destinations of the learners on your Study Programme(s), engage them with independent Careers Advice and Guidance and tracked their planned destination via Pro and the Course Review process.
13. Celebrate success with your learners and the wider College.

**Quality of Education**

1. Create and maintain a positive learning environment (physical classroom layout, displays etc).
2. Ensure Schemes of Learning are in place for all aspects of the Study Programme(s).
3. Ensure that the CIF1 is completed and updated as required by changes in the subject sector area.
4. Design the curriculum structure and sequencing for the Study Programme(s).
5. Manage and update E-learning / Virtual Learning / Digital resources for the relevant Study Programme(s).
6. Complete Course Review documentation and process and attend and contribute to Course Reviews in line with the associated procedure.
7. Have active involvement with standardisation of assessment activities and ensure that appropriate Internal and External Quality Assurance is in place.
8. Write the SAR for your Study Programme(s) to input into your area SAR and contribute and participate in RAID.
9. Be responsible for the interviewing of potential learners for your area. Ensure that learners are recruited with integrity and placed on the most appropriate Study Programme.
10. Ensure learner progress reports for your area are completed in a timely manner.
11. Work with the Learning Support Deployment team to enable the positive transition of learners with EHCP’s, vulnerable circumstances, risk assessments etc.
12. Ensure attendance of your area at open events to support recruitment. Pro-rata system to support open events.
13. Work with your CAM and/or HoC and marketing to ensure suitable Study Programme information is available.
14. All duties as specified in the Job Description Lecturer.
15. Take an active part in staff appraisal (PMR) processes and staff development.
16. Ensure that all mandatory training is maintained and completed within a timely manner.
17. Ensure own professional practice is up to date with industry developments; engage in ‘Back to Industry day’.
18. Be a positive advocate for your Study Programme and TCCG.

**Care Academy Programme Development and Management**

1. To take forward the development of the joint initiative and work with College and Cornwall Care partners to develop the Cornwall Care Academy through deployment and implementation stages to delivery of a bespoke brand.
2. Work with the senior teams of Cornwall College and Cornwall Care to enable the delivery of the joint initiative through existing organisation structures.
3. To establish and manage the programme, be responsible for and report on as SRO to the Joint Programme Board.
4. To work with Cornwall College and Cornwall Care to identify how the benefits and opportunities of the academic/social care provider partnership will be embedded in the learning programmes.

#### Person Specification

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|  | **Essential** | **Desirable** |
| **Previous**  **Experience** | Experience of working as a Registered Nurse or Midwife Practitioner in the health and social care sector.  Experience of teaching and/or training in the health and social care sector, this can include work based training and/or mentorship. | Knowledge and experience of funding groups of students including, 14-16, 16-18, Adult, Community, Apprenticeship and HE curriculum.  Experience of Study Programme Management in the Further Education Sector.  Awareness of financial and business management in relation to the development and delivery of provision. |
| **Qualifications** | Registered Nurse or Midwife (current NMC PIN).  Level 2 English and maths. | Full teaching qualification e.g. PGCE, DET or Certificate of Education (or willingness to achieve within three years of appointment).  Degree in related Subject Sector Area.  Masters in related Subject Sector Area.  Level 3 English and maths. |
| **Personal Attributes** | Honesty and integrity  Excellent communication skills  Excellent work ethic  Team player  Personal commitment to continuous learning  Calmness under pressure  Commitment to completing task completion  Personal ambition |  |

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### The Cornwall College Group Values

Our values reflect the ethos, behaviours and capabilities that our learners, staff, communities and businesses want us to instil through the delivery of our promises.

**Please note:** All employees of Cornwall College are required to undertake mandatory Safeguarding, health and safety, data protection and Equality & Diversity Training. All statutory checks governed by “every child matters” will need to be completed before commencing employment.

For minibus driver roles or those required to drive a minibus as part of their role must have their licences (both the photo card and paper counterpart) checked, before an offer and confirmation of employment, to ensure they meet with legislative requirements and The Cornwall College Group policies ([Pages 27/28  (minibuses) of the Health & Safety Policy](https://intranet.cornwall.ac.uk/intranet/cc-docs/documents/policies/health%20and%20safety%20policy.doc)).

It may also be necessary to check the driving licence of other members of staff, before commencement of employment, where they are required to drive on Cornwall College business to ensure they meet The Cornwall College Group policies ([Pages 40-43 (driving for work policy) of the Health & Safety Policy](https://intranet.cornwall.ac.uk/intranet/cc-docs/documents/policies/health%20and%20safety%20policy.doc)).  If the role requires a staff member to use their own vehicle there is a legal requirement to hold business use category on their motor insurance policies.