

JOB DESCRIPTION

Post:	English Programme Lead
Responsible to:	Curriculum Manager
Pay Band:	10

Job Purpose:

To lead, develop, and inspire the English curriculum area within the College. To maximise learner success, provide a range of opportunities and deliver high quality teaching, learning and assessment.

Programme Leads at the Abingdon and Witney College will be expected to carry out duties under the following headings:

Main Duties:

- Line management responsibilities for the Instructors and LSAs within the team.
- Collaborate with vocational curriculum teams to ensure an appropriate induction to the subject is embedded in all study programmes.
- Ensure that all students are correctly enrolled and are placed on the correct registers, which are accurate and completed in a timely manner.
- Work with the delivery teams to ensure enrolments for English are correct.
- Review timetabling regularly and ensure that rooming is appropriate and correctly booked on the system.
- Work with the Curriculum Manager on the Self-Assessment process and Quality Improvement Plan and attend all related meetings.
- Monitor the assessment and feedback process to ensure books are marked and feedback is frequent and purposeful and planned assessments and mock exams are marked and standardisation of marking takes place.
- Working with the team to ensure all Learning Plans are thorough and maintain a high-quality standard.
- Ensure that all course management files are effectively managed and maintained.

- Support Curriculum Manager and Vice Principal with recruitment for the team as needed.

Monitor the progress of English students by:

- Tracking the attendance and punctuality of students, collaborating with other college staff, such as vocational teams and SEND support staff, to ensure barriers to achievement are identified and interventions in place early on in the programme of study.
- Put in place appropriate action plans for students at risk of not achieving .
- Track and analyse the progress of students towards PDP targets, liaising with lecturers where necessary.

Accreditation:

- Ensure all students are correctly registered for accreditation and examinations.
- Coordinate and lead internal and external verification processes.

Teach and Supervise students:

- Teach on courses within or outside the Curriculum Area.
- Undertake related curriculum development and evaluation, student assessment, record keeping, liaison with tutors, etc.
- Oversee the guidance, selection, admission, induction, welfare and conduct of students, and the related formal student procedures in conjunction with others.

The college reserves the right to amend the job description to reflect changes in the duties of the post, commensurate with the grade of the post.

PERSON SPECIFICATION

It is **essential** that the post holder has:

	Essential criteria	How assessed
1	Is qualified to degree level or equivalent in the relevant curriculum area.	Application form, certificates
2	Has industry experience of their curriculum area	Application form, micro teach, interview
3	Is a qualified teacher (or for exceptional candidates, willing to qualify)	Application form, certificates
4	Is able to demonstrate knowledge and understanding of safeguarding and prevent issues relevant to the post	Application form, interview
5	Has Level 2 or equivalent in literacy	Tests at interview
6	Has Level 2 or equivalent in numeracy (or willing to qualify)	Tests at interview
7	Is able to demonstrate experience of leading and developing quality within a higher education environment	Application form, interview
8	Is able to use Virtual Learning Environments and is confident in using computerised systems	Application form, certificates, interview
9	Has outstanding organisational skills	Application form, interview
10	Has the ability to use own initiative in the solution of problems	Application form, interview
11	Has the ability to take responsibility for several jobs simultaneously, and see them through to completion	Application form, interview
12	Has confidence in dealing with a diverse range of individuals, including partnership managers	Application form, interview

It is **desirable** that the post holder has:

	Desirable Criteria	How Assessed
1	Is qualified to level 7 within the relevant curriculum area	Application form, certificates
2	Holds an assessor/verifier qualification	Application form, certificates
3	Knowledge of industry requirements in relation to the curriculum area	Application form, interview