

#### Job Description

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

**Based at: St Austell College**

**Reports to:**   **Curriculum Area Manager (CAM) FL and High Needs**

**Responsible for:**

Terms & Conditions: Teaching Contract

Primary Purpose of Role:

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.

#### Person Specification

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|  | **Essential** | **Desirable** |
| **Previous** **Experience** | Knowledge and experience of all funding groups of students including, 14-16, 16-18, Adult, Community, Apprenticeship and HE curriculum.Experience of teaching and/or training in the relevant subject sector.Experience of Study Programme Management in the Further Education Sector.Experience of delivering sessions to individuals with SEND and a range of behaviour needs. Experience of delivering to challenging learnersExperience of delivering Functional skills Maths/ English | Awareness of financial and business management in relation to the development and delivery of provision.An understanding of the EHCP review process  |
| **Qualifications** | Appropriate level (minimum level 3) qualification in a relevant Subject Sector Area.Full teaching qualification e.g. PGCE, DET or Certificate of Education (or willingness to achieve within three years of appointment).Level 2 English and maths. | Relevant SEND training and orQualifications, for example National Award for Special Educational Needs CoordinatorCommunication qualification; for example, British Sign Language/Makaton/ qualificationMental health qualification, for example Mental Health First Aid, ASSIST, TIS, ELSA Level 3 English and Maths. Assessor and Verifier awards  |
| **Personal Attributes** | Honesty and integrityExcellent communication skillsExcellent work ethicTeam playerPersonal commitment to continuous learningCalmness under pressureCommitment to completing tasksCommitment to continuous professional and personal development  |   |

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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.