

# Job description

**Job Title: Programme Manager: ESOL**

**Location:** The post holder will be required to work across College sites, with the main site being 61 Westminster Bridge Road, London, SE1 7HT.The post holder may also be required to work at any leased premises the College may utilise to deliver its programmes and at other locations.

**Grade:** AoC scale spine points 35 - 38. Staff will normally be appointed at the bottom of the salary scale.

**Salary:** £38,805 - £42,105 (incl. LWA) per annum (incl. LWA) per annum*.* We will normally appoint at the bottom of the salary scale unless the successful candidate has relevant experience relating to the selection criteria over and above what is required.

**Hours of work**: 36 hours per week (5 days a week) to include some evenings and occasional weekends).

**Responsible to:** Head of Community and Foundation Learning

**Responsible for:** The line management of tutors and other staff /volunteers

working within the programme area as delegated by the Head of Community and Foundation Learning.

# School /Centre: School of Foundation and Community Learning, ESOL

Department

**Job Purpose**

Together with the Head of Community and Foundation Learning, the post holder will have responsibility for the operational management of the programme area. This includes the co-ordination of accredited and non-accredited courses across all levels of provision, the advising of students, quality assurance, and the management of tutors and other departmental resources. The post holder will share responsibility for leading the programme area’s curriculum development, with new programme/course development and approval by the awarding organisation.

The post holder will also support the Head of Community and Foundation Learning in providing strategic leadership and management to the programme area in line with the college strategic priorities and will contribute to cross-college initiatives to support whole college development.

The post holder will contribute to the teaching of programmes/courses within the programme area, with the hours to be taught reviewed on an annual basis by the Head of Community and Foundation Learning as required by the college-wide curriculum plan.

**Main activities**

The post holder will develop productive working relationships with programme tutors and other staff within the wider School/College. In addition, he / she will also work productively with other stakeholders including staff from all sections of the College, students, external partners and local community groups. He/ she will:

# Ensure students and potential students associated with the programme area’s portfolio of programmes/courses are provided with excellent learner experience and high-quality teaching and learning.

* 1. Be responsible for the effective and efficient delivery of a programme of high-quality teaching. This includes overseeing the management of effective student learning, ensuring that the programme area achieves or retains outstanding judgments from external stakeholders, including Ofsted.
	2. Support the Head of Community and Foundation Learning in achieving annual targets, raising standards, improving attendance, retention and achievement rates and raising the quality of learning, teaching and assessment by leading on quality assurance for the programme area and supporting the Head of Community and Foundation Learning with quality enhancement.
	3. Undertake observations of learning, teaching and assessment. Provide tutors with relevant constructive feedback and appropriate action plans to assist them in developing their practice. Follow up action plans progress and provide on-going support and guidance as required.
	4. Monitor enrolments, attendance, retention and achievement rates, evaluating data and reporting trends to the Head of Community and Foundation Learning, taking action as appropriate.
	5. Monitor course files ensuring schemes of work, lesson plans and teaching materials are of high quality and feedback to tutors to maintain high standards of transparency.
	6. To proactively foster the use of digital technologies within the delivery of teaching, including an emphasis on e-learning and ensure the College’s Digital Inclusion Approach is embedded into the curriculum.
	7. To ensure equality and diversity and British values are embedded into the curriculum and that teaching staff are attentive to these areas.
	8. Where relevant, organise and co-ordinate examinations in liaison with the College’s Examinations Co-ordinator and the Head of Community and Foundation Learning. Liaise with the Examinations team, tutors, and Additional Learning Support as required to ensure reasonable adjustments for students with disabilities and learning difficulties.
	9. Fulfil administrative duties as required to ensure the effective running of the programme area, responding to course enquiries where appropriate, taking part in open days, interviewing students etc.
	10. Ensure the appropriate rooming of classes and manage any rooming issues relating to the programme area as required.
	11. Contribute to the development and procurement of materials and resources to support curriculum development and teaching and learning.
	12. Manage the organisation and displays within classrooms dedicated to or shared by the programme area, ensuring they are a comfortable and stimulating environment for learning with well organised, accessible, up-to-date teaching resources.
	13. Contribute to the College’s self-assessment process, including supporting the Head of Community and Foundation Learning in analysing data and drafting appropriate sections of the Self-Assessment Report (SAR) and Quality Enhancement plan (QEP).
	14. Identify areas of need in relation to CPD for the programme area and contribute to or deliver relevant training and staff development opportunities.
	15. Ensure that the programme area is responsive to students needs and that excellent customer care is given. Place learners in classes appropriate to their requirements and ability, liaise with colleagues within the curriculum area as necessary and/or refer learners to internal departments (e.g. ALS or Learner Services) and external agencies as appropriate.
	16. Investigate, respond and act on student complaints appropriately and in accordance with College procedure, liaising with the Head of Community and Foundation Learning and Quality Manager as appropriate.
	17. In conjunction with appropriate College staff, organise exhibitions, performances, displays of work etc. to celebrate achievement as appropriate.
	18. Liaise with the Student Services team and other Professional Services areas to ensure the smooth running of the programme area.

# Contribute to the effective monitoring, review, planning and development of the curriculum, working with the Head of Community and Foundation Learning to ensure it is appropriate and meets students and potential students’ needs and assists the College in meeting its financial objectives.

1. Participate in the annual curriculum review and development process, assessing trends and student feedback. Propose developments to the programme area’s portfolio of programmes/ courses which may be attractive and relevant to students and potential students and which could widen participation develop an inclusive learning environment and increase fee income.
2. Assist with the development of coherent study routes within the programme area, including developing student programme handbooks and module/unit guides where appropriate and liaise with other relevant curriculum areas within the college to investigate potential progression routes, internally or externally.
3. Work with the Marketing and MIS departments to produce content for publicity materials, including for digital media.
4. Proactively promote the programme area’s portfolio of programmes/ courses to different audiences and potential students, liaising with the Marketing and Communications department as required. Develop significant links to further enhance and expand the offer, its reputation and increase revenue growth.
5. Ensure that programme area-specific content is maintained on the website and intranet, liaising with the School administrators and the Marketing and Communications Department to keep content up-to-date.
6. Develop and maintain relationships with appropriate external organisations to develop business and assist with curriculum development and student employability where appropriate.

# Offer clear academic and managerial leadership to all staff involved with the curriculum area and deploy and organise the team in a way that makes the most effective and efficient use of all team members.

1. With the Head of Community and Foundation Learning, lead on the recruitment and selection of tutors and other relevant staff for the programme area where appropriate.
2. Induct new tutors to programme and manage their probation and appraise staff as appropriate using the College’s procedures.
3. Contribute to maintaining clear communication with staff by establishing systems for two-way communication.
4. Organise team meetings, setting the agenda and ensuring notes are taken. Undertake one to one meetings with tutors where appropriate
5. Provide support and guidance to staff; facilitate training by liaising with the Head of Community and Foundation Learning and Human Resources as appropriate.
6. Arrange cover for absent tutors and deputise where appropriate.
7. Manage any absence, conduct, capability or grievance issues regarding staff in accordance with College procedure, liaising with the Head of Community and Foundation Learning and Human Resources as appropriate.
8. Ensure appropriate and timely information is provided to Human Resources and Finance to ensure the accurate contracting and payment of staff.

# Plan and deliver high quality learning opportunities.

1. To deliver high quality teaching and learning. Produce schemes of work, lesson plans and use digital technologies as appropriate and ensure that teaching resources and activities are inclusive and value diversity.
2. Assess students’ progress and achievement as appropriate. Undertake the direct assessment of students e.g. conducting speaking examinations, outside of normal course time and invigilate examinations where appropriate. Complete all assessment documentation fully and in a timely fashion.
3. Undertake other additional contact duties such as tutorials as required.
4. Ensure that quality assurance documentation and the registers for the courses taught are accurately completed.

# General

1. Be committed to Continuous Professional Development (CPD), keeping up-to-date and meeting any annual requirement for CPD and scholarly activity required of you professionally.
2. Assist with cross-College staff development as appropriate.
3. Contribute to the effective management and promotion of equality, diversity and inclusion.
4. Work in accordance with the Health & Safety at Work Act and the College’s Safeguarding and Prevent procedures, ensuring the College is a safe environment for staff, students and visitors. To lead on Health and Safety and safeguarding matters for the programme area.
5. Work at all times in accordance with Morley College’s policies and procedures, using them consistently and appropriately in the management of the programme area.
6. Undertake duty management on a rota basis (this will include occasional evening and weekend duties reflecting the department’s weekend programme offer, for which time off in lieu will be given)
7. Carry out such duties as may be required from time to time by the college that are appropriate to the grade of the post.

**Person Specification: Programme Manager ESOL**

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|  |  | **Essential** | **Desirable** |
| 1. | DTLLS /PGCE / Cert Ed/ Level 5 Diploma in Education & Training or equivalent |  |  |
| 2. | Relevant subject specific qualification and/or expertise at degree level or above |  |  |
| 3. | Enthusiasm for the subject taught with up to date subject knowledge and understanding of relevant pedagogical developments |  |  |
| 4. | Solid experience of teaching a relevant subject the range of ability levels in an FE, AE or community education environments, at good or outstanding level  |  |  |
| 5. | Experience of developing teaching materials and resources |  |  |
| 6. | An excellent understanding of the diverse needs of adult learners and the ability to respond to those needs to support progress |  |  |
| 7. | A good understanding of quality assurance and commitment to customer care, with the ability to deliver quality improvement and an excellent learner experience |  |  |
| 8. | The proven ability to effectively assess and advise students and place them in classes appropriate to their needs and ability |  |  |
| 9. | Experience of curriculum development with the ability to develop the programme to increase market share  |  |  |
| 10. | Experience of effectively managing a team of academic staff with the proven ability to effectively recruit, induct, observe, support and manage the performance of a team of tutors |  |  |
| 11. | Excellent interpersonal skills with the ability to inspire motivate and lead a team |  |  |
| 12. | Good written and verbal communication, and presentational skills |  |  |
| 13. | Proven ability to work flexibly and on own initiative |  |  |
| 14. | The proven ability to think strategically and analyse complex problems  |  |  |
| 15. | Proven excellent organisational and administrative skills with the ability to work to deadlines and targets |  |  |
| 16. | Good IT skills with the ability to use databases and MS Office packages (Word, Excel & Outlook) plus significant experience of using ILT to facilitate learning |  |  |
| 17. | Have a commitment to and be able to demonstrate knowledge of health and safety, safeguarding and equality and diversity as appropriate to the post  |  |  |

**Main Conditions of Service**

1. You will be employed by Morley College Limited.
2. Normal working hours are undertaken between Monday to Friday and this may include evenings. The successful applicant may be required to work at weekends to accommodate specific College activities. No payment for overtime is made, but appropriate time-off in lieu will be granted.
3. The annual leave entitlement is 37 days per annum, excluding public holidays and closure days which are additional to this entitlement. Fractional employees shall receive a pro rata entitlement to holiday, including bank/public holidays.
4. The post is pensionable under the Teachers’ Superannuation Scheme administered by the Teachers’ Pensions Agency.
5. There is a 6-month probationary period.

6. The College does not recognise service with any previous employer for calculating continuous service for the purposes of the Employment Rights Act 1996. However previous continuous local government service in accordance with The Redundancy Payments (Continuity of Employment in Local Government, etc.) (Modification) Order 1999, may be counted as part of continuous employment with the College for redundancy pay purposes.

7. The appointment will be subject to receipt of satisfactory professional references, proof of qualification, proof of address, eligibility to work in the UK, a pre-employment medical check and a DBS check *(if applicable).*

**Other information**

This document outlines the duties required for the time being of the post. It is issued for recruitment purposes and is not comprehensive or exclusive and duties and or reporting lines may be varied from time to time.

The College aims to reflect the diverse community it serves and welcomes applications from suitably qualified candidates from all backgrounds. The College does not discriminate on the basis of race, gender reassignment, disability, sex, marital status, pregnancy and maternity, age, religion or belief, and/or sexual orientation and is committed to making reasonable adjustments for applicants with disabilities.

**Making an application**

**Closing date for applications: 9am Monday 25 January 2021**

**Interview date: Friday 5 February 2021**

**Please refer to the guidance notes when completing your application.** CV’s will not be accepted for this post. Applicants should send a completed application form, giving names, addresses and telephone numbers of two professional referees, together with any supporting information by the closing date.

Applications can be submitted via email to recruitment@morleycollege.ac.uk