

# Job description: Programme Area Manager for Humanities and Applied Studies

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| **Location** | Morley College London, North Kensington Centre. The post holder may be required to work at other centres |
| **Grade** | AoC scale spine points 35 - 39 |
| **Salary** | £39,969 - £43,368 (incl. LWA) per annum (pro-rata as applicable). We will usually 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 pw FTE (to include some evenings and occasional weekends |
| **Holiday** | The annual leave entitlement is 38 days per annum, excluding public holidays and closure days which are additional to this entitlement |
| **Responsible to** | Head of Curriculum for Arts and Applied Studies |
| **Responsible for** | The line management of tutors and other staff /volunteers working within the subject area as delegated by the Head of Curriculum |

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| **ROLE PURPOSE** |
| The post holder will have responsibility for the innovative curriculum development and ultimately operational management of the programme area. This includes the leadership and 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 be responsible for leading the subject area’s curriculum development, with new programme/course development and approval by the awarding organisation.    The post holder will also support the Head of Curriculum in providing strategic leadership and management to the subject area in line with the College strategic priorities and will contribute to cross-college initiatives to support whole College development. They will contribute to the teaching of programmes/courses within the subject area, with the hours to be taught reviewed on an annual basis by the Head of Curriculum as required by the college-wide curriculum plan, up to a maximum of 500 hours. |

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| **MAIN ACCOUNTABILITIES** |
| 1. **Ensure students and potential students associated with the programme area’s portfolio of programmes/courses are provided with an excellent student experience and high- quality learning, teaching and assessment.**      * 1. Be responsible for the planning and development of innovative curriculum both accredited and non-accredited. The effective and efficient delivery of high-quality learning, teaching and assessment. Oversee the management of effective student learning, ensuring that the subject area achieves or retains outstanding judgments from external stakeholders, including Ofsted and other external regulatory bodies.      * 1. Support the Head of Curriculum 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 enhancement for the subject area. Where HE courses are included in the subject area, this will include leading on quality assurance to meet the full expectations of (where relevant) the OfS, QAA, Awarding Bodies and OFSTED working in close collaboration with the College’s Quality and Standards Team, adhering to all required administrative procedures.      * 1. Undertake observations of learning, teaching and assessment and 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.      * 1. Monitor enrolments, attendance, retention and achievement rates, evaluating data and reporting trends to the Head of Curriculum, taking action as appropriate.      * 1. 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.      * 1. 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.      * 1. To ensure equality, diversity, inclusion and British values are embedded into the curriculum and that teaching staff are attentive to these areas.      * 1. In liaison with the College’s Examinations Team, co-ordinate examinations and assessments and liaise with the Additional Learning Support Team to implement reasonable adjustments for students with disabilities and learning difficulties.      * 1. Fulfil administrative duties as required to ensure the effective running of the subject area, responding to course enquiries where appropriate, taking part in open days, schools liaison, community outreach and interviewing potential students.      * 1. Ensure the appropriate rooming of classes and manage any rooming issues relating to the subject area as required.   2. Contribute to the development and procurement of materials and resources to support curriculum development and delivery.      * 1. Manage the organisation and displays within classrooms dedicated to or shared by the subject area, ensuring they are a comfortable and stimulating environment for learning with well organised, accessible, up-to-date teaching resources.      * 1. Contribute to the College’s self-assessment process, including supporting the Head of Curriculum in analysing data and drafting appropriate sections of the Self Assessment Report (SAR) and Quality Enhancement Plan (QEP).      * 1. Contribute to or deliver relevant training and staff development opportunities. Where the subject area contains HE provision, encourage ongoing scholarly activity and professional development to facilitate programme delivery.      * 1. Investigate, respond and act on student complaints appropriately and in accordance with College procedure, liaising with the Head of Curriculum and Centre Principal as appropriate.      * 1. In conjunction with appropriate College staff, organise exhibitions, performances, displays of work etc. to celebrate student achievement as appropriate.      * 1. Liaise with the Student Services team and other Professional Services areas to ensure the smooth running of the subject area.      1. **Contribute to the effective monitoring, review, planning and development of the curriculum, working with the Head of Curriculum to ensure it is appropriate and meets students and potential students’ needs and assists the College in meeting its growth and financial objectives.**      * 1. Participate in the annual curriculum review and development process, assessing trends and student feedback. Propose developments to the subject 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.      * 1. Develop coherent study routes within the subject area and liaise with other relevant subject areas within the college to investigate potential progression routes, internally or externally.      * 1. Work with the Marketing and MIS Teams to produce content for publicity materials, including for digital media.      * 1. Proactively promote the subject area’s portfolio of programmes/ courses to different audiences and potential students, liaising with the Marketing Team as required.      * 1. Ensure that subject area-specific content is maintained on the website and intranet liaising with the curriculum administrators and the Marketing Team to keep content up-to-date.      * 1. Develop and maintain relationships with appropriate external organisations to develop business and assist with curriculum development and student employability where appropriate.      1. **Offer clear curriculum and academic leadership to all staff involved with the subject area and deploy and organise the team in a way that makes the most effective and efficient use of all team members**.    1. Lead on the recruitment and selection of tutors and other relevant staff for the subject area where appropriate.      * 1. Induct new tutors and manage their probation and appraise staff as appropriate using the College’s procedures.      * 1. Contribute to maintaining clear communication with staff by establishing systems for two-way communication.      * 1. Organise team meetings, setting the agenda and ensuring notes are taken. Undertake one to one meetings with tutors where appropriate      * 1. Provide support and guidance to staff; facilitate training by liaising with the Head of Curriculum and Human Resources as appropriate.      * 1. Arrange cover for absent tutors and deputise where appropriate.      * 1. Manage any absence, conduct, capability or grievance issues regarding staff in accordance with College procedure, liaising with the Head of Curriculum and Human Resources as appropriate.      * 1. Ensure appropriate and timely information is provided to People Operations and Finance to ensure the accurate contracting and payment of staff.  1. **Plan and deliver high quality learning opportunities.**     1. Undertake approximately 500 annualised hours of teaching every year including tutorials as required. (The amount of teaching required by the post holder will be flexed depending on the amount of provision being overseen by the post holder using the college remission model).    2. Deliver high quality teaching. Produce schemes of work, lesson plans and use digital technologies to ensure that teaching resources and activities are inclusive and value diversity.    3. Assess students’ progress and achievement and complete all assessment documentation fully and in a timely fashion.    4. Ensure that quality assurance documentation and the registers for the courses taught are accurately completed.   **E. General**   * 1. Be committed to Continuous Professional Development (CPD), keeping up-to-date and meeting any annual requirement for CPD and scholarly activity as required.   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.   5. Work at all times in accordance with Morley College London’s policies and procedures, using them consistently and appropriately in the management of the subject area.   6. Undertake duty management on a rota basis (this will include occasional evening and weekend duties, 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. |

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| **PERSON SPECIFICATION** |

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| Job Title: | Programme Area Manager Music and Creative Arts |
| Essential Criteria: | |
| * DTLLS /PGCE / Cert Ed/ Level 5 Diploma in Education & Training or equivalent * Relevant subject specific qualification and/or expertise at degree level or above * Enthusiasm for the subject taught with up to date subject knowledge and understanding of relevant pedagogical developments * Solid experience of teaching a relevant subject the range of ability levels in an FE, AE, HE or community education environments, at a consistently good or outstanding level * Experience of developing teaching materials and resources using innovative digital technologies * An excellent understanding of the diverse needs of adult and 16-18 year old learners and the ability to respond to those needs to support progress * A good understanding of quality assurance and commitment to customer care, with the ability to deliver quality improvement and an excellent learner experience * Demonstrable ability to achieve positive impact on student achievement * The proven ability to effectively assess and advise students and place them in classes appropriate to their needs and ability * Experience of curriculum development with the ability to develop the programme to increase market share * 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 * Excellent interpersonal skills with the ability to inspire motivate and lead a team * Good written and verbal communication, and presentational skills * Proven ability to work flexibly and on own initiative * The proven ability to think strategically and analyse complex problems * Proven excellent organisational and administrative skills with the ability to work to deadlines and targets * Good IT skills with the ability to use databases and MS Office packages (Word, Excel & Outlook) plus significant experience of using Digital Technologies to facilitate learning * Have a commitment to and be able to demonstrate knowledge of health and safety, safeguarding and equality diversity an inclusion. | |
| Desirable Criteria | |
| * Proven experience of leading 16-18 study programmes | |

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| **MAIN CONDITIONS OF SERVICE – PROGRAMME AREA MANAGER** |
| 1. You will be employed by Morley College London.  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 38 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.  The College may also close for efficiency reasons e.g. between Christmas and New Year and may receive up to an additional 4 days leave. Efficiency days over and above 4 days must be taken out of your annual leave entitlement.  4. The post is pensionable under the Teachers’ Superannuation Scheme administered by the Teachers’ Pensions Agency. You will be automatically entered into this scheme.  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 an Enhanced DBS check. |

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| **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 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 and mental health conditions.  We  We are open to the suggestion of job-share opportunities if there are suitably qualified candidates who wish to work part-time.  **Closing date for applications: Thursday 8 June 2023 at 12pm**  **Interviews: Friday 16 June 2023**  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](mailto:recruitment@morleycollege.ac.uk)  **This post is subject to an Enhanced DBS check and children’s barred list check.** |

May 2023