

# Job description: Programme Area Manager - Ceramics 0.5 FTE Job Share

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| **Location** | Morley College London – Waterloo (the post-holder may be required to work at other College locations |
| **Grade** | AOC 35-39 (pro rata) |
| **Salary** | £19,984.50 - £22,287 pro-rata incl. LWA (£39,969 - £44,574 (incl. LWA FTE). 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** | 18 hpw pro rata (36 hours 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 School of Visual Arts |
| **Responsible for** | The line management of lecturers (Sessional Lecturers, Lecturers, Senior Lecturers) and other staff /volunteers working within the subject area as delegated by the Head of School |

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| **ROLE PURPOSE** |
| The post holder will have responsibility for the operational management of the Ceramics programme area. This includes the leadership and co-ordination of non-accredited courses across all levels of provision, the advising of students, quality assurance, and the management of lecturers and other departmental resources. The post holder will be responsible for leading the programme area’s curriculum development, with new course development and approval by the awarding organisation, that maximise opportunities for innovation in learning and are designed to enable increasing student engagement, progression and achievement.    The post holder will also support the Head of School 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. He/she will contribute to the teaching of programmes/courses within the Ceramics programme area, with the hours to be taught to be agreed by the Head of School as required by the college-wide curriculum plan. |

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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 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, QAA and other external regulatory bodies.      * 1. Support the Head of School in achieving annual targets, raising standards, improving attendance, retention and achievement rates and raising the quality of learning, teaching and assessment. The post-holder will drive quality enhancement for the programme area, including unaccredited, accredited and HE courses, and will lead on quality assurance to meet the full expectations of 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 lecturers 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 School, taking action as appropriate.      * 1. Monitor course files ensuring schemes of work, lesson plans and teaching materials are of high quality and feedback to lecturers 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 and diversity and British and College 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, interviewing students etc.      * 1. Ensure the appropriate rooming of classes and manage any rooming issues relating to the programme area as required.   2. Contribute to the development and procurement of materials and resources to support curriculum development and delivery.   3. Manage the organisation and displays within classrooms and studios dedicated to or shared by the programme area, ensuring they are a safe, 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 School/Curriculum in analysing data and drafting appropriate sections of the Self-Assessment Report (SAR), Annual Quality Review for HE (AQR) and related Quality Enhancement Plans (QEPs).      * 1. Contribute to or deliver relevant training and staff development opportunities. Where the programme 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 School 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 School 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 planning, 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 programme area and liaise with other relevant programme 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 Sales and 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 academic leadership to all staff involved with the programme 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 lecturers and other relevant staff for the programme area where appropriate.      * 1. Induct new lecturers 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 lecturers where appropriate      * 1. Provide support and guidance to staff; facilitate training by liaising with the Head of School and Human Resources as appropriate.      * 1. Arrange cover for absent lecturers 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 School and Human Resources as appropriate.      * 1. Ensure appropriate and timely information is provided to Human Resources and Finance to ensure the accurate contracting and payment of staff.      1. **Plan and deliver high quality learning opportunities.**     1. Deliver high quality teaching in Ceramics related subjects. Produce schemes of work, lesson plans and use digital technologies as appropriate and ensure that teaching resources and activities are inclusive and value diversity.      * 1. Assess students’ progress and achievement and complete all assessment documentation fully and in a timely fashion.      * 1. Ensure that quality assurance documentation and the registers for the courses taught are accurately completed. |

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| **GENERAL COLLEGE RESPONSIBILITIES** |
| 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 flexibly and effectively with your 0.5 PAM Ceramics job share colleague, to support the full Ceramics curriculum as required    5. 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.    6. 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.    7. Undertake duty management on a rota basis (this will include occasional evening and weekend duties, for which time off in lieu will be given)    8. 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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| **DBS STATUS** |
| This post is exempt from the Rehabilitation of Offenders Act 1974 and is regulated activity. The post holder will be required to obtain an Enhanced DBS Disclosure, including an ISA barred list check. |

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| **PERSON SPECIFICATION** |

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| Job Title: | Programme Area Manager - Ceramics |
| Essential Criteria: | |
| * DTLLS /PGCE / Cert Ed/ Level 5 Diploma in Education & Training or equivalent * Ceramics/3D Art related qualification and/or expertise at degree level * Enthusiasm for the subject taught with up to date subject knowledge and understanding of relevant pedagogical developments in the teaching of art subjects * Solid experience of teaching a Ceramics related subject across the range of ability and levels in an FE, AE, HE or community education environments, at good or outstanding level * Proven experience of leading non-accredited adult education provision in Ceramics * Experience of developing teaching materials and resources * An excellent understanding of the diverse needs of adult learners and the ability to respond to those needs to support progress * A good understanding of quality assurance, current quality frameworks and commitment to customer care, with the ability to deliver quality improvement and an excellent learner experience * An understanding of the higher education regulatory frameworks * 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 lecturers * Excellent interpersonal skills with the ability to inspire motivate and lead a team * Good written and verbal communication, and presentational skills * 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) * Have a commitment to and be able to demonstrate knowledge of health and safety, safeguarding and equality and diversity as appropriate to the post | |
| Desirable Criteria | |
| * Subject specific qualification and expertise at postgraduate degree level * Proven experience of leading non-accredited adult education provision in Ceramics * Demonstrable ability to achieve positive impact on student achievement * Proven ability to work flexibly and on own initiative * Significant experience of using digital technologies to facilitate high quality learning and teaching | |

May 2023