

**Job description: Programme Area Manager for Science and Health**

<b>Status</b>	<b>Permanent</b>
<b>Base</b>	<b>North Kensington Centre</b> <i>Post holder may be required to work across College sites and at other locations</i>
<b>Grade</b>	Salary Scale AOC (spine points 35 to 39)
<b>Salary</b>	Circa £ 41,968 including LLW. <i>It is our policy to normally appoint at the bottom of the salary scale</i>
<b>Hours of work (per week)</b>	36 hours per week
<b>Reports to</b>	Head of School
<b>Manager to</b>	Lecturers and other staff/volunteers working within the subject area as delegated by the Head of School

**ROLE PURPOSE**

The post holder will have responsibility for the 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 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. They will further develop a very successful suite of science related Access to HE Diplomas to promote student progression to higher education.

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 Science programme area, with the hours to be taught to be agreed by the Head of School as required by the college wide curriculum plan.

NB Post holders are expected to undertake 500 contact hours per annum FTE, pro-rata for fractional posts. The actual contact hours to be undertaken in an academic year will reflect programme leadership responsibilities, as calculated using the College's contact hours/remission model. Contact hours refer to funded Guided Learning Hours (classroom teaching and scheduled group tutorials).

## MAIN ACCOUNTABILITIES

### **A. Ensure students and potential students associated with the subject 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 and other external regulatory bodies.
2. 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 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.
3. 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.
4. Monitor enrolments, attendance, retention and achievement rates, evaluating data and reporting trends to the Head of School, 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. 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.
9. 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.
10. Ensure the appropriate rooming of classes and manage any rooming issues relating to the subject area as required.
11. Contribute to the development and procurement of materials and resources to support curriculum development and delivery.
12. 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.
13. Contribute to the College's self-assessment process, including supporting the Head of School in analysing data and drafting appropriate sections of the SelfAssessment Report (SAR) and Quality Enhancement Plan (QEP).
14. 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.
15. 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.
16. In conjunction with appropriate College staff, organise exhibitions, performances, displays of work etc. to celebrate student achievement as appropriate.
17. Liaise with the Student Services team and other Professional Services areas to ensure the smooth running of the subject area.

**B. 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.**

18. 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.

19. Develop coherent study routes within the subjects area, and liaise with other relevant subject areas within the college to investigate potential progression routes, internally or externally.
20. Work with the Marketing and MIS Teams to produce content for publicity materials, including for digital media.
21. Proactively promote the subject area's portfolio of programmes/ courses to different audiences and potential students, liaising with the Marketing Team as required.
22. 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.
23. Develop and maintain relationships with appropriate external organisations to develop business and assist with curriculum development and student employability where appropriate.

**C. Offer clear 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.**

24. Lead on the recruitment and selection of tutors and other relevant staff for the subject area where appropriate.
25. Induct new tutors and manage their probation and appraise staff as appropriate using the College's procedures.
26. Contribute to maintaining clear communication with staff by establishing systems for two-way communication.
27. Organise team meetings, setting the agenda and ensuring notes are taken. Undertake one to one meetings with tutors where appropriate
28. Provide support and guidance to staff; facilitate training by liaising with the Head of School and People Operations as appropriate.
29. Arrange cover for absent tutors and deputise where appropriate.
30. Manage any absence, conduct, capability or grievance issues regarding staff in accordance with College procedure, liaising with the Head of School and People Operations as appropriate.
31. Ensure appropriate and timely information is provided to People Operations and Finance to ensure the accurate contracting and payment of staff.

**D. Plan and deliver high quality learning opportunities.**

32. 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).

33. Deliver high quality teaching. Produce schemes of work, lesson plans and use digital technologies as appropriate and ensure that teaching resources and activities are inclusive and value diversity.
34. Assess students' progress and achievement and complete all assessment documentation fully and in a timely fashion.
35. Ensure that quality assurance documentation and the registers for the courses taught are accurately completed.

#### **E. General**

36. Be committed to Continuous Professional Development (CPD), keeping up-to-date and meeting any annual requirement for CPD and scholarly activity as required.
37. Assist with cross-College staff development as appropriate.
38. Contribute to the effective management and promotion of equality, diversity inclusion.
39. 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.
40. 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.
41. Undertake duty management on a rota basis (this will include occasional evening and weekend duties, for which time off in lieu will be given)
42. Carry out such duties as may be required from time to time by the College that are appropriate to the grade of the post.

#### **GENERAL COLLEGE RESPONSIBILITIES**

##### **Safeguarding children and vulnerable adults:**

The post holder will be expected to promote with staff and students the importance of safeguarding the welfare of children and vulnerable adults they are responsible for and come into contact with

This job description is not exhaustive and as such the post holder is expected to be flexible. Any changes of significance will only be made following a discussion with the post holder

#### **WORKING WITH**

The post holder will work closely with colleagues in their team as well as students and staff from all sections of the College.

## 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.

## PERSON SPECIFICATION

Job Title:	Programme Area Manager for Science and Health
Essential Criteria:	<ul style="list-style-type: none"><li>• DTLLS /PGCE / Cert Ed/ Level 5 Diploma in Education &amp; Training or equivalent</li><li>• Relevant science qualification at degree level or above</li><li>• Enthusiasm for the subject taught with up-to-date subject knowledge and understanding of relevant pedagogical developments.</li><li>• Solid experience of teaching a relevant subject to a range of ability levels in an FE, AE, HE or community education environments, at good or outstanding level</li><li>• Proven experience of leading 16-18 study programmes</li><li>• Experience of developing teaching materials and resources</li><li>• 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.</li><li>• A good understanding of quality assurance and commitment to customer care, with the ability to deliver quality improvement and excellent learner experience.</li><li>• Demonstrable ability to achieve positive impact on student achievement.</li><li>• The proven ability to effectively assess and advise students and place them in classes appropriate to their needs and ability.</li><li>• Experience of curriculum development with the ability to develop the programme to increase market share.</li><li>• 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.</li><li>• Excellent interpersonal skills with the ability to inspire, motivate and lead a team.</li><li>• Good written and verbal communication, and presentational skills</li><li>• Proven ability to work flexibly and on own initiative.</li><li>• Proven ability to think strategically and analyse complex problems.</li><li>• Proven excellent organisational and administrative skills with the ability to work to deadlines and targets</li><li>• Significant experience of using digital technologies to facilitate high quality learning and teaching</li><li>• Good IT skills with the ability to use databases and MS Office packages (Word, Excel &amp; Outlook)</li><li>• Have a commitment to and be able to demonstrate knowledge of health &amp; safety and equality and diversity as appropriate to the post</li><li>• A clear understanding of Safeguarding and Prevent and the ability to create and sustain a learning environment in which the safety and welfare of children and vulnerable adults is paramount</li></ul>