

JOB DESCRIPTION

POST TITLE	:	Programme Leader Higher Education
SALARY	:	Up to £45,453
RESPONSIBLE TO	:	Head of Science Health and Education
CLOSING DATE	:	Thursday 26 June 2025
INTERVIEW DATE	:	Friday 4 July 2025

Main Purpose of the Post

The Programme Leader will work closely with the Curriculum Manager to lead and deliver on a range of university courses within their subject area of specialism.

Main Responsibilities

- 1 To manage support with the recruitment process at undergraduate and postgraduate courses.
- 2 To ensure compliance with the Office for Students (OfS)
- 3 To teach effectively on a range of programmes across the Teacher Education programmes.
- 4 To ensure that annual monitoring, planning and target setting is completed in line with the College and partner Universities.
- 5 To contribute to the innovation of the provision in the identification and dissemination of good academic practice, pedagogical, pastorally and procedurally within the division.
- 6 To ensure that the course design, delivery and assessment comply with the quality standards and regulations.
- 7 To develop and apply appropriate teaching techniques and materials, that creates interest, engages,
- 8 and promotes enthusiasm while ensuring continuation and successful completion.
- 9 To accurately assess and monitor learners work to ensure student progression and achievement.
- 10 To provide effective tutorial and pastoral support while supporting student engagement and monitoring attendance.
- 11 To contribute fully to departmental and College teams including sharing best practice and being involved in developing the curriculum.
- 12 To maintain high quality records and provide timely information.
- 13 To teach, in a relevant to subject specialism, up to 832 hours per year.

- 14 To assure full compliance within the Division and more broadly across the College with key policies, notably the Student Code of Conduct, Single Equality, Health and Safety and Safeguarding.
- 15 To take an active part in the marketing operations of the College including the recruitment and admission of students to the Division.
- 16 To commit to continuous professional development to maintain high professional standards and subject specialisms.
- 17 To undertake invigilation duties from time to time.
- 18 To carry out such other duties as the Principal may reasonably request.

PERSON SPECIFICATION

POST: Programme Leader in Higher Education

DIVISION: Science Health and Education

<u>QUALIFICATIONS</u>		Essential (E) Desirable (D)	To be identified by:
1	A relevant first degree	E	Application form
2	A relevant higher degree or working towards (MA, MEd, PhD or Professional doctorate)	D	Application form
3	A recognised teaching qualification PGCE, QTS or QTLS status	E	Application form
<u>KNOWLEDGE</u>			
1	Knowledge of emerging trends in the national HE sector and the implications of these for the College and partner Universities	E	Application form/ Interview
2	Knowledge and understanding of relevant industry advancement in the subject specialist area provisions	E	Application form/ Interview
3	Knowledge of Quality Assurance systems relating to the curriculum area and sector including OFS and Ofsted etc.	E	Application form/ Interview

4	Knowledge of student recruitment challenges and initiatives	E	Application form/ Interview
5	Awareness of Safeguarding Legislation	E	Application form/ Interview

EXPERIENCE

1	Successful experience of teaching on university courses at undergraduate and postgraduate level	E	Application form/ Interview
2	Significant industry experience in relevant industry sector	E	Application form/ Interview
3	Experience of successful engagement in quality assurance and improvement planning	E	Application form/ Interview
4	Successful engagement in the recruitment of students, marketing and promotion of courses	E	Application form/ Interview
5	Commitment to on-going professional development and the upkeeping of professional/academic expertise.	E	Application form/ Interview

PERSONAL

1	Professional, conscientious, flexible, enthusiastic, self-motivated, forward thinking in problem solving	E	Interview
2	Commitment to work in partnership with others	E	Interview
3	Willing to enhance IT skills in accordance with the requirements of the College	E	Interview
4	Commitment to ongoing professional development	E	Interview
5	Commitment to College's Single Equality Policy	E	Interview

STANDARD COLLEGE REQUIREMENTS

1	Commitment to the delivery of excellent teaching and support to students	E	Interview
2	Excellent teamworking skills and commitment to teamworking	E	Interview
3	The College is committed to safeguarding and expects all staff to share that commitment	E	Application form/ Interview/DBS/ References
4	Regular and Reliable Service (the College does not wish to appoint individuals with a high sickness record where there is no underlying medical reason)*	E	References/ Occupational Health Assessment

**Note this does not affect any individual's rights under the Equality Act. The College wishes to promote the recruitment of disabled staff and would endeavour to make reasonable adjustments where practical. Disabled applicants who meet the essential criteria will be guaranteed an interview.*