

# JOB DESCRIPTION

POST TITLE	:	Programme Leader in Media and Music
LOCATION	:	On Site Delivery
SCALE	:	Lecturer C, points 12 - 15
SALARY	:	£41,983 - £47,271
RESPONSIBLE TO	:	Head of Creative Arts & Media
CLOSING DATE	:	12.00pm, Friday 23 January 2026
INTERVIEW DATE	:	Tuesday 3 February 2026

## **Main Purpose of the Post**

To promote and provide an excellent learning experience which ensures high achievement for all students. To lead and coordinate all Media and Music provision across FE, HE and commercial courses, ensuring quality, innovation, and strong industry engagement.

## **Main Responsibilities**

- 1) To teach effectively on a range of Media and Music programmes across the Division's curriculum at FE and HE levels.
- 2) To thoroughly plan and evaluate the effectiveness of teaching and learning, driving continuous improvement and innovation.
- 3) To lead the development, delivery and quality assurance of all Media and Music programmes across FE, HE and commercial provision, ensuring alignment to industry standards.
- 4) To effectively line-manage and support the Media and Music teams, fostering collaboration, professional growth and a high-performance culture.
- 5) To engage with community partners, employers and industry professionals to strengthen existing links and build new partnerships, including to develop and expand commercial activity.
- 6) To accurately assess and monitor student work to assure high achievement and progression into further study, higher education or industry.
- 7) To provide effective tutorial and pastoral support for students, promoting wellbeing and success.
- 8) To contribute fully to divisional and college teams, including sharing best practice, mentoring colleagues and contributing to curriculum development.
- 9) To maintain high-quality records and provide timely and accurate information and data returns.

- 10) To assure full compliance within the Division and more broadly across the College with key policies, notably the Student Code of Conduct, Equality and Diversity, Health and Safety and Safeguarding.
- 11) To take an active part in the marketing and promotion of the Division, including student recruitment, open events, and admissions.
- 12) To commit to continuous professional development to maintain high professional standards and subject specialisms.
- 13) To be responsible for the administration, coordination, resources, and successful leadership of a cross-college programme area.
- 14) To undertake invigilation duties as required.
- 15) To carry out such other duties as the Principal may reasonably request.

## PERSON SPECIFICATION

**POST:** Programme Leader in Media and Music

**DIVISION:** Creative Arts & Media

		<b>Essential (E)/ Desirable (D)</b>	<b>To be identified by:</b>
<b><u>QUALIFICATIONS</u></b>			
1	Degree or equivalent level qualification in a relevant discipline	E	Application form/ Interview
2	A recognised teaching qualification	E	Application form/ Interview
3	Higher degree or equivalent level qualification in a relevant subject	D	Interview

### **KNOWLEDGE**

1	Knowledge of current issues and developments in Further and Higher Education relating to Media and Music	E	Application form/ Interview
2	Detailed knowledge of current BTEC and HE Media and Music specifications and assessment requirements	E	Application form/ Interview
3	Knowledge of quality assurance systems and processes in the FE/HE sector	D	Application form/ Interview
4	Awareness of Safeguarding Legislation	E	Application form/ Interview

## **EXPERIENCE**

1	Experience of successful teaching of Media or Music courses in FE or HE	E	Interview
2	Experience of leading or coordinating a curriculum programme or team	E	Application form/ Interview
3	Experience of delivering tutorial/pastoral care to a group of students	E	Application form/ Interview
4	Current or recent industry experience within the creative or media sector	D	Application form/ Interview

## **PERSONAL**

1	Excellent communication and administrative skills	E	Interview
2	Experience of using internet and IT in the classroom	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	Enthusiasm for the role of further education in building futures and changing lives	E	Interview
6	Commitment to College's Single Equality Policy	E	Interview

## **STANDARD COLLEGE REQUIREMENTS**

1	Commitment to the delivery of excellent teaching and support to our students	E	Interview
2	Good teamworking skills and commitment to teamworking	E	Interview
3	The College is committed to safeguarding 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 2010, the College would wish to promote the recruitment of disabled staff and would endeavour to make reasonable adjustments where practical. Disabled staff who meet the essential criteria will be guaranteed an interview.*

**BUILDING FUTURES CHANGING LIVES**

*We are committed to Equality and Diversity and to selection on merit. We welcome applications from all sections of society.*

