JOB DESCRIPTION

POST TITLE	:	Programme Leader in Computing
LOCATION	:	On site delivery
SCALE	:	Lecturer C, points 12 - 15
SALARY	:	£41,983- £47,271
RESPONSIBLE TO	:	Head of Creative Arts & Media
CLOSING DATE	:	5.00pm, Monday 9 March 2026
INTERVIEW DATE	:	Wednesday 18 March 2026

Main Purpose of the Post

To promote and provide an excellent learning experience which ensures high achievement for all students.

Main Responsibilities

1) To teach effectively on a range of programmes across the Division's Curriculum.

2) To thoroughly plan and evaluate the effectiveness of teaching.

3) To accurately assess and monitor student work to assure high achievement and progression.

4) To provide effective tutorial and pastoral support.

5) To contribute fully to divisional and College teams including sharing best practice and being involved in developing the curriculum.

6) To maintain high quality records and provide timely information.

7) To teach, relevant to subject specialism, up to 832 hours per year.

8) 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.

9) To take an active part in the marketing operations of the College including the recruitment and admission of students to the Division.

10) To commit to continuous professional development to maintain high professional standards and subject specialisms.

11) To undertake invigilation duties from time to time.

12) To carry out such other duties as the Principal may reasonably request.

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disability confident EMPLOYER

13) To be responsible for the administration, co-ordination, resources, and successful leadership of a cross-college programme.

14) Developing strong enrichment opportunities that are accessible for all. Providing opportunities for learners to develop skills and knowledge beyond the classroom (Current Cyber Gold award winners, WorldSkills finalists)

15) Maintaining and developing relationships with key stakeholders including employers and vendors such as AWS, Oracle and Cisco.

Hours

Core hours are between 8.30 – 5.00 pm every day and teams are expected to work flexibly in regards to their start and end times, subject to the needs of the learners and the wider team, and hours can fall outside of the core hours detailed above.

PERSON SPECIFICATION

POST: **Programme Leader in Computing**

DIVISION: **Creative Arts & Media**

		Essential (E) Desirable (D)	To be identified by:
QUALIFICATIONS			
1	Degree or equivalent level qualification in Computing	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 in Further and Higher Education relating to the curriculum area	E	Application form/ Interview
2	Knowledge of Computing specifications	E	Application form/ Interview
3	Knowledge of Quality Assurance systems relating to the curriculum area and sector	D	Application form/ Interview

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4	Awareness of Safeguarding Legislation	E	Application form/ Interview

EXPERIENCE

1	Experience of successful teaching of Computing at further and higher level	E	Application form/ Interview
2	Experience of delivering tutorial/pastoral care to a group of students	E	Application form/ Interview
3	Experience of teaching commercial courses	D	Application form/ Interview
4	Up to date extensive knowledge of Cyber Security, Data Analytics, or Software Development	D	Application form/ Interview

PERSONAL

1	Excellent communication and administrative skills	E	Interview
2	Experience of using IT in the Classroom. Including Google suite	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	E	References/

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disability confident EMPLOYER

(the College does not wish to appoint individuals with a high sickness record where there is no underlying medical reason)*

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.

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disability confident
EMPLOYER