

JOB DESCRIPTION

POST TITLE	:	Programme Leader – University Studies in Creative Industries and Computing
LOCATION	:	On Site Delivery
SCALE	:	Lecturer
SALARY	:	Up to £41,983 - 47,271
RESPONSIBLE TO	:	Head of Creative Industries and Computing
CLOSING DATE	:	5.00pm, Monday 16 March 2026
INTERVIEW DATE	:	Thursday 26 March 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 HE provision ensuring quality, innovation, and strong industry engagement.

Main Responsibilities

- 1 To teach effectively on a range of creative 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 HE creative and computing provision, ensuring alignment to industry standards and regulatory bodies.
- 4 To effectively support the HE teaching teams, fostering collaboration, professional growth and a high-performance culture.
- 5 To engage with HE partners and awarding organisations to strengthen existing links, explore new opportunities, and ensure compliance with HE partners.
- 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.

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 – University Studies in Creative Industries and Computing

DIVISION: Creative Arts & Media

		Essential (E)/ Desirable (D)	To be identified by:
<u>QUALIFICATIONS</u>			
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
<u>KNOWLEDGE</u>			
1	Knowledge of current issues and developments in Higher Education relating to Creative Industries and Computing	E	Application form/ Interview
2	Detailed knowledge of current HE requirements and OFS conditions of registration	E	Application form/ Interview
3	Knowledge of quality assurance systems and processes in the HE sector	E	Application form/ Interview
4	Awareness of Safeguarding Legislation	E	Application form/ Interview
<u>EXPERIENCE</u>			
1	Experience of successful teaching of Creative or Computing courses in 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 Computing 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.*