

JOB DESCRIPTION

POST TITLE	:	Programme Leader in Higher Education
SCALE	:	Lecturer C, points 12 - 15
SALARY	:	£41,983 - £47,271
RESPONSIBLE TO	:	Head of Business and Professional Studies
CLOSING DATE	:	12.00pm, Monday 22 June 2026
INTERVIEW DATE	:	Monday 29 June 2026

Main Purpose of the Post

To promote and provide an excellent learning experience which ensures high achievement for all students, with individual responsibility for defined areas and accountability across the division.

Main Responsibilities

- 1 To lead the Higher Education team and oversee the day to day running of the programmes including Crime & Criminal Justice, Business Management and degree apprenticeships in subject linked fields
- 2 Contribute to the training or teaching of learners across a range of programmes, including Access and University Business programmes
- 3 To accurately monitor learner's progress to assure high achievement and progression rates.
- 4 To lead relevant update meetings with the team and the wider division and contribute fully to divisional and College teams including sharing best practice and being involved in developing the curriculum.
- 5 To take the lead to ensure successful internal and external validation of the programme area.
- 6 To be responsible for the administration, co-ordination, resources, and successful leadership of HE programmes.
- 7 To take an active part in the marketing operations of the College including the recruitment and admission of students to the Division.
- 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 commit to continuous professional development to maintain high professional standards
- 10 To maintain high quality records and provide timely information.
- 11 To teach, relevant to subject specialism, up to 832 hours per year.

- I2 To undertake invigilation duties from time to time.
- I3 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 in Higher Education

DIVISION: Business and Professional Studies

<u>QUALIFICATIONS</u>		Essential (E)/ Desirable (D)	To be identified by:
1	Degree or equivalent level qualification in a relevant discipline	E	Application form
2	A recognised teaching qualification	E	Application form
3	Higher degree or equivalent level qualification in a relevant subject	D	Application form/ Interview
<u>KNOWLEDGE</u>			
1	Knowledge of current issues within Higher Education	E	Application form/ Interview
2	Knowledge of Quality Assurance systems relating to the curriculum area and sector	E	Application form/ Interview
3	Awareness of Safeguarding Legislation	E	Application form/ Interview
<u>EXPERIENCE</u>			
1	Substantial experience of successful teaching/training in Business and Research related fields	E	Application form/ Interview
2	Proven experience of managing a successful team within an educational setting	E	Application form/ Interview
3	Experience of implementing and managing the quality of education	E	Application form/ Interview
4	Experience of hosting events or public speaking	D	Application form/ Interview
<u>PERSONAL</u>			
1	Excellent communication and administrative skills	E	Interview
2	Experience of IT in the Classroom to enhance learning	E	Application form

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

STANDARD COLLEGE REQUIREMENTS

1	Commitment to the delivery of excellent teaching and support to our students	E	Interview
2	Commitment to College’s Single Equality and Health & Safety Policies	E	Interview
3	Good teamworking skills and commitment to teamworking	E	Interview
4	The College is committed to safeguarding expects all staff to share that commitment	E	Application form/ Interview/DBS/ References
5	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.*