

JOB DESCRIPTION

POST TITLE	:	Programme Leader Foundation Programme
SALARY	:	Up to £47,271
RESPONSIBLE TO	:	Head of Division Maths & English
CLOSING DATE	:	5.00pm, Monday 6 July 2026
INTERVIEW DATE	:	Tuesday 14 July 2026

Main Purpose of the Post

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

To lead on the rigorous tracking of student attendance, achievement and retention across a range of programmes in the division to deal with emerging concerns.

To work as a part of a team, taking the lead on key divisional priorities such as growing the provision, increasing commercial income streams and improving results.

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 be responsible for the administration, co-ordination, resources, and successful leadership of a substantial programme area. Take responsibility for the recruitment, progression and support of students.
- 13 To take the lead to ensure successful internal and external validation of the programme area.
- 14 To carry out such other duties as the Principal may reasonably request.

This job description gives an accurate outline of the duties of the post at the time it is drawn up. It is not exhaustive and other related duties may be necessary from time to time. It should be read in conjunction with other documents and will be updated annually through the College appraisal process in consultation with you.

The College as an employer is fully committed to supporting you in effective performance of all aspects of the job description.

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 for Foundation Programme

DIVISION: Maths and English

<u>QUALIFICATIONS</u>		Essential (E)/ Desirable (D)	To be identified by:
1	Degree or equivalent level qualification in a relevant discipline	D	Application form/ Interview
2	A recognised teaching qualification	E	Application form/ Interview
3	Higher degree or equivalent qualification in a relevant subject	D	Interview
<u>KNOWLEDGE</u>			
1	Knowledge of current issues relating to Foundation Curriculum	E	Application form/ Interview
2	Knowledge of foundation level qualification framework	E	Application form/ Interview
3	Knowledge of Quality Assurance systems relating to the curriculum area and sector	D	Application form/ Interview
4	Knowledge of Supported Internship programmes	E	Application form/ Interview
<u>EXPERIENCE</u>			
1	Experience of successful teaching of at foundation level	E	Application form/ Interview
2	Experience of delivering tutorial/pastoral care to a group of students and 1:1 support	E	Application form/ Interview
3	Experience of programme management	D	Application form/ Interview
4	Experience of working with a diverse range of young people and adults with varying needs	D	Application form/ Interview

5	Experience of liaising with a variety of external bodies and organisations	D	Application form/ Interview
6	Experience of assessing and IV to National Awarding body standards	E	Application form/ Interview
7	Experience of work experience placement of students	E	Application form/ Interview
8	Experience of partnership and group working	D	Application form/ Interview

PERSONAL

1	Excellent communication and administrative skills	E	Interview
2	Experience of using intranet 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 and expects all staff to share that commitment	E	Application form/ Interview/DBS/
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 Discrimination 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.*