PLUMPTON
COLLEGE
EST. 1926

Programme Manager – Motor Vehicle	
Reporting to:	Curriculum Manager
Working Hours:	Full time (37 hours per week)
Salary:	£34,463 to £39,943 per annum (scale point 28 to 34)
Position Code:	PC A2
Annual Leave:	37 electable days plus 8 statutory days

Job Purpose

To create and manage well designed and challenging programme(s) to develop highly effective teaching, learning, and assessment experiences. To coordinate staff and resources to ensure students gain excellent vocational and academic skills and consistently improve their personal, social and employability skills.

To deliver highly effective teaching, learning and assessment and support students to maximise their potential and to make positive progress towards their timely success and future study and employment.

Duties and responsibilities of the job

1. Programme Management

a.	Lead on developing, delivering, and enhancing teaching, learning and assessment for your allocated programme(s) in line with college strategy and programme aims and objectives.
b.	Ensure programme content meets the full requirements of the Awarding Body and aims to meet the needs of the relevant sector.
c.	In liaison with Curriculum Manager, contribute to development of timetables providing high levels of student experience and meeting college resourcing targets.
d.	Ensure students are enrolled on the correct programme(s) and registered on the correct qualification aims and correctly with and regulatory organisations (within required timeframes).
e.	Coordinate Individual Learning Plans and ensure appropriate targets are set to challenge and stretch students.
f.	Ensure individual student learning needs are met by working effectively with staff in learning support and staff delivering on the programme(s).
g.	Ensure schemes of work for allocated programme(s) are in place and purposeful and work with your programme team and Curriculum Manager to ensure these are used effectively.
h.	Ensure a tutorial programme is developed and embedded to support academic and employment skills development as well as developing personal and social skills and competencies, referring to British Values and safeguarding priorities.

i.	In liaison with Curriculum Manager and with support from the Safety Team, ensure the implementation of the Health and Safety Policy to all programme activities.
j.	Ensure verification procedures for programme(s) are conducted robustly, liaising with Curriculum Manager as required.
k.	Ensure all student grades, marks, meetings, and comments are recorded according to college policy, using ProMonitor or other agreed formats.
l.	Utilise national benchmarks and comparative college evaluative data to ensure that appropriate student achievement targets are set and produce annual reviews of value-added performance for allocated programme(s).
m.	Ensure the Plumpton online learning environment is utilised, populated, and maintained to College expectations at all times by staff teaching on the programme(s) and student use is audited to inform self-assessment quality improvement.
n.	Monitor attendance for all students, student targets for improvement are set, ensure actions are taken and appropriate third parties are informed.
o.	Devise, implement and monitor support strategies for student with learning needs ensuring staff deployment is effective and appropriate records are maintained.
p.	Conduct regular team meetings to review student progress and associated actions and, in liaison with Curriculum Manager, set targets for staff contributing to programme(s).
q.	Coordinate formal reports on student progress and development and ensure relevant third parties are informed and support improvement where required.
r.	Ensure staff with tutorial responsibilities use effective recording procedures for monitoring and setting of SMART progress targets at regular intervals.
s.	Work with the programme team to cover staff absences for lessons in line with college expectations.
t.	In conjunction with Curriculum Manager, ensure all student qualifications are claimed on successful completion.
u.	Make a positive and significant contribution to the quality of all programme aspects within college marketing and information material across all formats (web, print, presentation, etc).
v.	In liaison with the Curriculum Manager, prepare an annual resource requirement plan to facilitate programme delivery.

2. Quality Improvement

a.	Coordinate programme review meetings and reports (to include a Quality Improvement Plan) for the programme(s) allocated as set out in the college quality cycle.
b.	Lead team meetings to monitor and standardise practice, share information and good practice, and plan and implement improvements.
c.	Encourage students to participate in student forums and surveys and any other feedback mechanisms as set out in the college student voice strategy.
d.	Be accountable for programme(s) key performance indicators (KPIs) and their improvement.
e.	Ensure and maintain standards and quality by engaging with and using the college quality systems.
f.	Contribute to the evaluation of TLA procedures to enhance the student experience and support Continuous Professional Development (CPD).

g.	Ensure programme files are complete and up to date.
h.	Co-ordinate and undertake the role of IV/IQA as required and devise and implement subsequent action plans as well as, where appropriate, manage and conduct professional regulatory requirements and standards for location placements.
i.	Prepare for, and take a lead on, awarding organisation external quality processes with support from the Curriculum Manager.
j.	Contribute to the programme development by providing subject specialist information.

3. Teaching, Learning and Assessment

a.	As directed by Curriculum Manager, plan, prepare, teach assess, report, and monitor to ensure highly effective lessons to a consistently good or outstanding standard; share teaching, learning and assessment (TLA) good practice and celebrate students' and others' successes.
b.	Ensure opportunities are created and realised for students to be able to continuously develop their English and maths skills.
c.	Work to ensure high levels of student attendance in all sessions and prompt completion of registers. Report swiftly on non-attendance to Curriculum Manager.
d.	Prepare and effectively use schemes of work and lesson plans in line with college processes.
e.	Use and apply modern technology in TLA to enhance the learning experience and support progress for students, e.g. PoL, specialist software/resources, working to the college VLE standards.
f.	Ensure cohesive assessment plans are in place for all students across your allocated teaching to ensure effective student progress.
g.	Set exams, homework and extension activities for individual students and provide timely, and constructive feedback to students to support progress.
h.	Mark work and provide effective verbal and/or written feedback to support progression in line with awarding organisation requirements and college processes.
i.	Monitor tracking of individual student progress across programme(s) and ensure action is taken to improve progress where possible.

4. Tutoring

a.	Using initial assessment and other information to write and distribute student profiles for all tutees.
b.	Work as a personal tutor, co-ordinated by self or other Programme Manager and Curriculum Manager, and engage with Student Services as required.
c.	Participate in student interviews and plan and deliver taster days, 'keep warm' activities, welcome days, enrolment, and induction activities.
d.	Support students through enrolment and induction.
e.	Complete one to one tutorials with students, review and set targets and record progress and outcomes on Pro Monitor or any other agreed format set by the College.
f.	Support students to participate in, and gain value from, the cross-college tutorial programme, developing personal, employment, and study writer skills, including careers guidance.
g.	Prepare student reports which provide employers with progress updates as appropriate.

| h. | Use the College disciplinary process as a positive way to support student success. |

5. Continuous Professional Development

a.	Participate in staff development activities to support Continuous Professional Development (CPD) and keep a Professional Development Portfolio (PDP) to evidence personal development and impact on practice.
b.	Actively participate in the College performance management processes, including appraisals to support personal and professional development and enhance student experience.
c.	Complete all mandatory training as required in line with College expectations.

6. Other responsibilities and duties

a.	Participate in staff and student recruitment campaigns, interviews, Open Days, and promotional/information events.
b.	Work with employers and other stakeholders as required to develop and deliver high quality curriculum.
c.	Contribute to, and support delivery of the college strategic plan.
d.	Implement and monitor the college operating plan with the Curriculum Manager and Head of Faculty and contribute to action plans as needed.
e.	Ensure equality of opportunity and promote diversity in all aspects of college life with reference to Ofsted vulnerable student groups and protected characteristics.
f.	Analyse and selectively implement the calendar of key equality and diversity events across the programme.
g.	Ensure all safeguarding policies and procedures are followed.
h.	Maintain student destination data to inform self-assessment and quality improvement.
i.	Any other duties connected with the post as are reasonably required from time to time.

Qualifications / Skills / Knowledge / Qualities

At Plumpton College we are:

- Ambitious and Progressive
- Enterprising
- Professional
- Passionate about everything we do
- Supportive

Essential criteria for the post
Hold a degree / professional qualification or equivalent at minimum of Level 3 in Engineering Operations
Hold a relevant teaching qualification for level of programme.
Experience of teaching and assessing with the ability to teach to a consistently good/outstanding standard.
Hold an Assessor's qualification (TAQA or A1)

An ability to lead the development of teaching, learning and assessment across programme(s).
Excellent communicator with highly developed interpersonal skills.
Demonstrate competency in English and maths or hold Level 2 or higher qualifications in both English and maths.
Show a strong desire to lead a high performing team and work collaboratively across the college.
Show a strong desire to see students succeed.
Skills and experience in problem solving and a flexible and adaptable approach.
Clear understanding of the needs of students and how these may be met.
Willing and able to develop curriculum, teaching and learning materials in subject specialisms as part of continuous development.
Comprehensive and well-developed IT skills.
Demonstrate a clear understanding of the factors affecting student welfare and best practice in maintaining and enhancing student safeguarding.
Have a strong desire to see students succeed, evidenced by good or better on key performance indicators for your programme(s).
Extensive sector/industry experience and evidence of specialist subject knowledge in key areas.
Demonstrate a strong desire to work collaboratively as part of a high performing team.
Be a highly effective and well organised teacher evidenced by consistent achievement of good / outstanding observation grades with an ability to role model good practice.
Demonstrate evidence of raising standards.
Desirable criteria
Have a supervisory/team leader qualification and or supervisory experience.

CONDITIONS OF EMPLOYMENT

Working Hours
Basic working hours are from 08.30 to 17.00 Monday to Friday, but some flexibility will be required to meet the needs of the business. This is an all-year-round post. There will be some evening and weekend working required to support departmental activities, and whole college recruitment and promotional events.

Annual Leave
The holiday year is from 1 September - 31 August each year. The annual leave entitlement for this role is 37 working days, plus 8 bank holidays and up to 5 efficiency days when the college closes at Christmas. Annual leave is bookable subject to business needs and should be planned and agreed with your Line Manager. Annual leave sheets will be available from the start of the new holiday year.

Continuous Professional Development (CPD)
This post will be entitled to CPD for skills updating, personal and professional development. All CPD must be planned, agreed, and booked with your Line Manager.

Benefits
The candidate appointed to the post will automatically become a member of the Teacher Pension Scheme and pay contributions as determined by annual salary levels. The pension scheme includes life assurance cover, and the College will also pay a contribution towards your pension. There is also free car parking and a competitively priced dining room service.

Equality and Diversity
Plumpton College is committed to the promotion of equal opportunities and is dedicated to pursuing non-discriminatory policies and practices and eliminating unfair discrimination on any basis. This means that no job applicant will receive less favourable treatment than another on grounds of gender, marital status, age, racial origin, disability, sexual orientation or political or religious beliefs.

Criminal Record Check via the Disclosure Procedure
The Rehabilitation of Offenders Act 1974 gives individuals the right not to disclose details of certain old offences when asked about their criminal record as they may be defined as 'spent'. There are exemptions to this if the individual is offered a post which involves contact with children or regular work at an establishment exclusively or mainly for children.

The post you have applied for falls into this category and, therefore, requires a criminal background check.

If a job offer is made, you will be asked to apply for a DBS Disclosure Certificate. The Disclosure Certificate will contain details of current and "spent" convictions, cautions, reprimands, or warnings held on the Police National Computer, excluding certain specified old and minor offences.

The DBS Disclosure will also indicate whether information is held on government faculty lists of those individuals who are barred from working with children or vulnerable adults (if applicable). The post-holder cannot begin employment with the College until the DBS Disclosure Certificate is received and considered by the Principal.