

COLLEGE OF FURTHER EDUCATION**PROGRAMME LEADER ACCESS & LEVEL 1****GRADE PM1 – PM2****JOB DESCRIPTION**

Guernsey College of FE is seeking to appoint a Programme Leader responsible for the programme areas of Access and Level 1.

AIMS AND PURPOSE OF THE JOB:

- To lead and manage your programme area ensuring high quality of provision
- To provide a clear sense of purpose and direction for all staff working within the programme area
- To act as the voice and champion of your programme area, internally and externally
- To ensure the most effective use of resources within your programme area
- To resolve any tensions or conflicts of priority within the programme area liaising with lecturing staff and Learner Support Services as appropriate.
- Through appropriate management systems and processes harmonise the work within the programme area, so it has shared vision, purpose and focus on student outcomes
- To embed the College's PRIDE values resulting in success, innovation, trust, respect and inspiration.
- To be prepared to deputise for the Directors as appropriate, and as determined by the Directors
- To contribute to the Islands economic growth and social well-being through the provision of skills and education for individuals, employers and the wider community
- To initiate and take part in cross-college initiatives for curriculum and programme design and delivery to meet the demands of the market.
- To lead and provide a key link between strategy and operations, by working closely with Directors and course leaders respectively
- To ensure a high quality, cost effective, efficient and legally compliant educational service is provided or commissioned within your programme area
- To lead by example and encourage a culture in which innovation is stimulated, high performance is recognised and success is celebrated.
- To be responsible for target setting, monitoring and performance review of the programme area and assist in and contribute to the overall achievement and

outcomes related to students' success and the success of the curriculum design and delivery

TEACHING AND LEARNING:

- To lead on the development of the educational character and mission of the programme area in line with the vision and the overall educational direction of the College.
- To assist and advise on a portfolio of courses and qualifications within your programme area to reflect and raise student aspirations, and which meet post 16 entitlement curriculum, employer business and community needs, and ensure the College is the preeminent skills driver in the wider post 16 education across the Bailiwick of Guernsey.
- To teach on an appropriate range and number of courses, to a range of student groups in accordance with the College Policies and to the performance levels and standard that is required.
- To be a champion of excellence in teaching and learning and have up to date experience in knowledge and experience in curriculum delivery and teaching.
- To be prepared to challenge any practices which may be failing to support students. To ensure that high standards are set and achieved for all programmes.
- To maintain a safe and healthy environment for learners to flourish, with appropriate guidance and support services.
- To help establish relevant and inclusive curricula which are accessible to students of all abilities.

Stakeholder management.

- To work externally with relevant partners and stakeholders to gather their ideas for future provision in your programme area and in collaboration with Directors
- To engage regularly with stakeholders and other partners to keep them informed about current and future developments, and ensure your provision is effectively marketed and promoted to the wider community
- To keep stakeholders and partners informed of successes within your programme area

Corporate and resources management

- To set performance standards and monitor performance outcomes, and address any gaps
- To promote an open, trusting, supportive and collaborative working environment and a culture which empowers and motivates staff
- To specify and use resources allocated to your programme area efficiently and effectively

Finance

- To work alongside the Operations team and Education Services finance team to ensure the efficient and effective financial planning and financial management and continued viability.

- To prepare budget forecasts for the area of responsibility and to manage the relevant budgets and resources within the estimates approved by the Executive Team.

Equal Opportunities

- To maintain and demonstrate a commitment to providing a non-discriminatory service.
- To ensure an accessible provision is provided and principles of equality and diversity is embedded throughout teaching and learning.

Safeguarding

- To be responsible for implementation of the Safeguarding policy by demonstrating good understanding and knowledge of the Safeguarding procedures as applicable to the role.
- To lead and manage your programme area
- To liaise with Directors to ensure consistency of vision, purpose and priorities
- To line manage all curriculum leaders and teams within your programme area, which includes ensuring high performance from all staff, and identifying then closing any performance gaps – using the College’s PD system and approach
- To consult curriculum staff within your programme area, to gather views and ideas to assist with programme and curriculum development
- To provide a key stimulus for growth and change within your programme area, to ensure that the area is viable and economically sustainable
- To contribute fully and effectively to relevant forums, helping lead the development and implementation of the wider College strategy and subsequent success of the College

PROFESSIONAL LEARNING AND DEVELOPMENT:

- To maintain and update knowledge and skills in line with legislation and the needs of the role.
- To attend Professional Development (PD) events as required.
- To undertake any additional training highlighted by the performance review and professional development process.
- To lead by example to maintain a high standard of professionalism at all times.
- To participate in the College’s continuous performance review (appraisal) scheme and work towards achievement and or exceeding of targets set - including carrying out the formal appraisal of appropriate staff.
- To undertake any other such comparable duties commensurate with the grade of the post, as required by the Line Manager and/or the Chief Executive and Principal as they occur.

HEALTH, SAFETY AND WELFARE:

- To comply with procedures on all matters concerning health, safety and welfare.
- To undertake risk assessment strategies for the programme area in relation to teaching and learning.

- To take responsibility for personal health, safety and welfare and that of others who may be affected by your actions or inactions.

RESPONSIBLE TO:

The post holder will report to an assigned member of the College Leadership Team and will be a member of the Programme Leadership Team (PLT). The post holder will liaise with other members of the CLT to ensure effective and efficient support is provided for students across all areas of the College.

ACCOUNTABLE FOR:

- To be accountable for achieving a set of agreed performance management targets set for the area of responsibility.
- To take an active part in the targets setting process and be accountable for their achievement.
- To be accountable for ensuring personal and departmental targets are achieved and contributes to the overall success of the area and the College.
- To take an active part and be accountable for performance management measures, monitored through the College's performance management processes.

KEY CRITERIA:

ESSENTIAL

1. Teaching qualifications to Cert Ed level and professional qualifications and experience in the relevant vocational sector
2. High level of experience and success as a tertiary teacher
3. Proven ability to work with others to achieve a common goal
4. High level of interpersonal and communication skills
5. Ability to be an effective link/channel between Directors and course leaders in your programme area
6. Ability to effectively manage and harmonise competing demand
7. Ability to create and sustain a programme focus, rather than/as well as a curriculum focus
8. Bring a highly collaborative approach to the work environment within the Programme and across the College
9. Ensuring consistency of focus and delivery across all curricula within your programme area

DESIRABLE

1. Clean driving licence