



# South Tyneside Council

## CHILDREN, ADULTS AND HEALTH

### JOB DESCRIPTION

<b>POST TITLE:</b>	Programme Leader
<b>GRADE:</b>	Band 7
<b>DEPARTMENT/OFFICE:</b>	Parkview Vocational Training Centre
<b>REPORTS TO:</b>	Head of Service
<b>DIRECT REPORTS:</b>	Training Unit Support Workers

#### Summary of Main Purpose of Role:

Lead an academic programme(s) taking responsibility for the experience of all learners enrolled. Ensure the curriculum is aligned to awarding body requirements and that teaching, learning and assessment strategies used promote a high quality learning experience and facilitate learner progress leading to high levels of retention, achievement and progression. Lead the programme teaching team in delivering a high quality learning experience that meets key performance indicators. Provide effective support for learners during their studies that promotes progression, attendance and other employability skills. Take responsibility for the quality performance of the programme(s) led and report performance to line managers and central quality function.

As an employee within Park View School, all employees are required to promote, uphold and demonstrate through personal example, our values and behaviours.

#### Key Responsibilities:

1. Effectively manage aligned programmes ensuring high levels of learner satisfaction, progress, retention and achievement and progression.
2. Undertake research and CPD, which significantly contributes to the Unit development, innovation and growth of the curriculum.
3. Identify and implement quality improvement strategies, such as attendance, retention, achievement and progression; and modes of learning, such as independent study and learning technologies; to maximise the student experience.
4. Monitor and report on aligned programmes against key performance indicators and benchmarks; implementing improvement plans where necessary.
5. Maintain and produce required programme documentation such as curriculum plans, assignment briefs, course files, validation documentation, ILP's and progress trackers.
6. Lead the assessment process liaising, as appropriate, with internal and external verifiers, moderators and other relevant external bodies.
7. Timetable aligned programmes including organising learner groups and sub groups, staffing and accommodation, as appropriate.

8. Secure and contribute to a wide range of enrichment activities including visits, placements, visiting speakers and other activities.
9. Prepare and deliver high quality learning activities that drive learner progress.
10. Design and implement innovative assessment strategies and provide feedback to learners to drive improvement.
11. Actively participate in learner recruitment, and contribute to planning and tracking of these processes.
12. Demonstrate consistently the positive attitudes, values and behaviours of the organisation.
13. Work proactively to facilitate recruitment to the curriculum area and programme.

#### **Standard Responsibilities for all positions in Park View Vocational centre**

1. Participate in any staff review/performance management processes involving the identifying and meeting of training needs for self and others.
2. Take appropriate responsibility to ensure the health and safety of self and others.
3. Pursue the achievement and integration of equal opportunities throughout all activities.
4. Undertake any other tasks and responsibilities appropriate to the level of this post.
5. Comply with all Park Views policies and procedures.
6. Park View School is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment.

South Tyneside Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. Successful applicants will be required to produce an Enhanced Certificate of Disclosure from the Disclosure and Barring Service.

All employees have a responsibility to undertake training and development as required. They also have a responsibility to assist, where appropriate and necessary, with the training and development of fellow employees.

All employees have a responsibility of care for their own and others' health and safety.

The above list is not exhaustive and other duties may be attached to the post from time to time. Variation may also occur to the duties and responsibilities without changing the general character of the post.

Reference: DB/CL

Date: 7.02.19