

BISHOP GROSSETESTE UNIVERSITY
JOB DESCRIPTION

Title: Programme Leader – Further Education Initial Teacher Education (FE ITE)
Grade: Grade 8
Responsible to: Head of Programmes – Secondary, FE and Teacher Development

MAIN PURPOSE OF THE JOB

Within the Faculty, the post holder will provide operational leadership and management for Further Education ITE programmes including provision delivered by BGU, both internally and externally, and in the capacity of link tutor for provision delivered at partner colleges.

Working collaboratively with the Head of Programmes, they will be responsible for managing colleagues, implementing strategic developments, ensuring the smooth delivery of courses, and assuming responsibility for the standards and quality of programme outcomes.

KEY TASKS

1. To provide operational programme leadership, devising and delegating management responsibilities as appropriate.
2. To line manage academic staff within the programme team.
3. To ensure the quality and compliance of curricula, whilst pursuing a policy of enhancement through innovation in learning, teaching and assessment approaches, to include research-engaged learning and teaching as appropriate
4. To liaise with central services in relation to admissions, marketing, learning, teaching and assessment.
5. To monitor, evaluate and improve the effectiveness of learning, teaching and assessment.
6. To monitor compliance with, and completion of, key quality and administrative processes including programme validation and re-validation, self-evaluation, inspection, audit, approval, monitoring and review, preparing documentation and writing reports as appropriate and delegating as necessary.
7. To assist in the management of inspections and other external quality assurance processes, to include the preparation of relevant documentation, delegating as necessary.
8. To support the Head of Programmes in the monitoring and progression of students' progress and, with the assistance of administrative support staff, to ensure that accurate course level records are maintained and evaluated to inform improvement planning, delegating as necessary.
9. To work collaboratively with the Head of Programmes and the Partnership Office to assist the smooth operation of any partnership activities.

10. To work collaboratively with the Head of Programmes to ensure compliance with the relevant academic and professional requirements.
11. To represent the programme, delegating where appropriate, at internal and external events and meetings as necessary.
12. To work with appropriate admissions colleagues to assist with recruitment and marketing activity, including potential overseas recruitment related activity, and taking lead responsibility for meeting programme targets.
13. To arrange cover for absent course colleagues, in consultation with the Head of Programmes.
14. To contribute to teaching across the portfolio of the portfolio, commensurate with the responsibilities of programme leadership.
15. To participate in professional/academic associations and develop and participate in external networks, including representing the university at the UCET Further Education forum, or its equivalent.
16. To attend appropriate training and staff development sessions and to help identify development needs of programme colleagues.
18. To ensure appropriate programme support in relation to administrative and technical needs.
19. To advise the Head of Programmes on course budgetary and resourcing issues.
20. To provide the Head of Programmes with subject expertise relating to Further Education ITE.

PERFORMANCE MONITORING AND REVIEW

21. To agree objectives and targets with the Head of Programmes in accordance with university priorities and participate in the staff appraisal process.

HEALTH AND SAFETY

22. To discharge all relevant health and safety responsibilities.

GENERAL

23. To maintain professional standards in relationships, including non-discriminatory practices.
24. To adopt a client-centred approach and to deal promptly and considerately with members of the public, school partners, staff and students.
25. To undertake any other duties as may reasonably be required, including administrative duties appropriate to the role.
26. To undertake overseas travel, in negotiation with the Head of Programmes, in support of recruitment/delivery, where appropriate.

MAIN CONTACTS

Head of Programmes – Secondary, FE and Teacher Development

Academic Faculty staff within the Secondary, FE and Teacher Development portfolio.

LIMITS OF AUTHORITY

The post-holder must operate within university guidelines, procedures and regulations.

PERSON SPECIFICATION
PROGRAMME LEADER – Further Education Initial Teacher Education (FE ITE)

	Core	Supplementary
Education, Qualifications and Special Training	<p>QTS or QTLS status</p> <p>A relevant degree and higher degree either completed or near completion</p>	<p>A doctorate (completed or near submission) in a relevant discipline</p> <p>Evidence of research and publication in a relevant field</p> <p>Fellowship of the HEA</p>
Knowledge and Skills	<p>Substantial broad-based knowledge and understanding of teaching and learning in the FE sector.</p> <p>Ability to plan, structure, deliver and assess programmes of study for a range of learners.</p> <p>Excellent teaching skills and an understanding of the value of using a diverse range of teaching and assessment methods in HE.</p>	<p>Extensive relevant broad-based knowledge of the wider context education context.</p>
Experience	<p>Experience of working with Ofsted (for example, during ITE inspections)</p> <p>Experience of middle leadership in Further or Higher Education</p> <p>Experience of the recruitment of students, including interviewing</p> <p>A commitment to the successful recruitment of students to ITE programmes</p>	<p>Successful experience supervising students at doctoral level (EdD/PhD)</p> <p>A track record of research publication / outputs at national or international level.</p> <p>Experience in recruiting to ITE programmes, marketing and validating courses within an HEI context</p>
Personal Attributes	<p>Conscientious, flexible, enthusiastic, and motivated</p> <p>Creative, progressive and forward thinking in solving problems</p>	<p>Willing to undertake overseas travel</p>

	<p>Client-centred; willing to offer help and support, approachable</p> <p>Committed to working in partnership with others</p>	
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