



PLUMPTON

COLLEGE

HE Programme Manager Rural Land	
Reporting to:	Curriculum Manager/Director
Working Hours:	Full time (37.5 hours per week)
Contract:	11-month fixed term
Position Code:	PC A2
Salary:	£35,496 - £41,141 per annum (scale point 28 - 34)
Annual Leave:	37 days, plus 8 bank holidays (plus up to 5 days during Christmas closure)

Job Purpose

The main purpose of the role is to effectively manage and organise the new accelerated degree, supporting the teaching staff and providing support to students to ensure they make positive progress towards the completion of their degree and enter the world of work. The role includes teaching and assessment responsibilities which would require subject material to be presented in a way that will enable students to demonstrate their understanding by analysing case studies and scenarios related to their subject.

Key Responsibilities

Programme Management

- Manage programme in line with RICS requirements
- Manage modules and coordinate activity from teaching team
- Attend programme meetings, higher education meetings, examiner meetings, and other management meetings arising from assigned responsibilities
- Manage the quality assurance of the programme including internal verification and moderation
- **Manage the programme recruitment and actively participate in recruitment and outreach activities**
- Support students on programme and engage with employers
- Contribute to the development of the wider Higher Education curriculum and academic agenda.

Teaching, Learning and Assessment

- Deliver teaching through lecturers, tutorials, seminars, field trips, practical exercises, and other modes of delivery (including online) to higher education students.
- Engage with employers to deliver guest speaking sessions, or visits, to raise awareness of current professional practice.
- Continuously develop the programme to ensure relevance and high student satisfaction
- Design, deliver and mark a range of assessments and provide feed-forward, constructive feedback in a timely manner, as required by programme specifications.

- Supervise students' dissertation and integrated projects.
- Provide 1:1 and group tutorial support as required.

Continuous Professional Development

- 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.
- Actively participate in the College performance management processes, including appraisals to support personal and professional development and enhance student experience.
- Complete all mandatory training as required in line with college expectations.

Other responsibilities and duties

- Ensure equality of opportunity and promote diversity in all aspects of college life.
- Ensure the safety and well-being of young people and vulnerable adults, following safeguarding policies and completing mandatory training.
- Undergo appropriate data protection training as required to ensure the confidentiality of personal data remains secure and that restricted information remains confidential.
- 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

These are the values that underpin our learning community and which we work by. For this post we require the following essential or desired criteria:

Criteria for the post:

Below is a list of requirements that postholders must be able to demonstrate:

Education	
Degree (or relevant experience).	Essential
Higher Degree (MSc/PhD) in a relevant discipline	Desired
Recognised professional specialist	Desired
Industry and Professional Experience	
Excellent interpersonal, verbal, and written communication skills	Essential
Member of the Royal Institution of Chartered Surveyors (MRICS, FRICS, or AssocRICS)	Essential
Member of the Central Association for Agricultural Valuers (CAAV)	Desired
Teaching and Scholarship	
Experience of undergraduate and/or postgraduate teaching	Desired
Ability to teach to a consistently excellent standard and engage students to inspire them to develop as independent learners	Essential

Postgraduate teaching qualification and/or Fellow of the Higher Education Academy (AFHEA, FHEA, SFHEA, PFHEA)	Desired
Ability to contribute to the creation and development of subject knowledge including development of curriculum, teaching and learning materials	Essential
Experience of collaboration with industry partners, including consultancy.	Desired

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 (pro rata) 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 will be booked on-line via the HR/Payroll system.

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 access to a free on-site gym, Employee Assistance Programme, Cycle to Work scheme and staff discounts.

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.