

Programme Manager – Undergraduate Wine	
Reporting to:	Assistant Curriculum Manager (ACM)
Working Hours:	Full Time
Position Code:	PC A2
Salary:	Scale point 28 - 34
Annual Leave:	37 days, plus 8 bank holidays, and up to 5 days during Christmas closure

Job Purpose

The main purpose of the role is to effectively manage the wine business degree and production 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 Viticulture and wine production teaching and assessment responsibilities, requiring subject material to be presented in a way that enables students to demonstrate their understanding by analysing case studies and scenarios related to their subject.

Subject areas will include wines of the world, wine sales, import/export, wine legislation, costs and margins, some business accounts, wine marketing/branding, and some hospitality.

Duties and responsibilities of the job

Programme Management

a. Manage programmes in line with university requirements.
b. Manage modules and coordinate activity from teaching team.
c. Attend programme meetings, higher education meetings, examiner meetings, and other management meetings arising from assigned responsibilities.
d. Manage the quality assurance of the programme including internal verification and moderation.
e. Assist the Progression, Recruitment, and Outreach activities to support course recruitment.
f. Support students on programme and engage with employers.
g. Contribute to the development of the wider Higher Education curriculum and academic agenda.

Lead Curriculum Planning and Quality Assurance

a. Oversee the design, content, delivery, and ongoing development of the course to ensure alignment with awarding body requirements, industry standards and college quality processes.
b. Ensure consistency in schemes of work, assessment plans and teaching materials across the team.
c. Take ownership of programme KPIs, using value-added and national benchmark data to drive improvements, set targets, and support self-assessment and quality improvement planning.
d. Organise student work placements.
e. Coordinate internal quality assurance activities in collaboration with the Quality Team and ensure standardisation across assessments.
f. Contribute to curriculum innovation, programme development, and revalidation in partnership with internal and external stakeholders.
g. In liaison with the ACM and with support from the Health & Safety Team, ensure the implementation of the Health and Safety Policy to all programme activities, on and off site.

Coordinate Teaching, Learning and Assessment Excellence

a. Deliver consistently high-quality lessons and model best practice to support a culture of continuous improvement.
b. Ensure that all teaching is well-sequenced, inclusive, and informed by learner needs, using appropriate digital tools and learning technologies.
c. Support colleagues to implement effective teaching and assessment strategies, maintaining high standards of feedback and stretch.
d. Monitor attendance for all students, student targets for improvement are set, ensure actions are taken and appropriate third parties are informed
e. Share responsibility for the standard of teaching across the programme and facilitate collaborative planning and reflective practice.
f. Contribute to the programme development by providing subject specialist information.

Monitor Student Progress and Support the Learner Journey

a. Lead regular team meetings to review student performance, agree actions, and ensure timely reporting to managers and other stakeholders.
b. Using initial assessment and other information to write and distribute student profiles for all tutees.
c. Act as personal tutor, conducting one-to-one tutorials and setting and reviewing academic and personal targets in line with college processes.
d. Promote engagement with the college tutorial programme, embedding employability, personal development, and wellbeing across the course.
e. Work collaboratively on recruitment, induction, transition, and enrichment activities to enhance the overall learner experience.

Support Staff Development and Team Coordination

a. Provide team leadership to the course lecturers, offering guidance, sharing resources, and supporting consistent delivery across the programme.
b. Contribute to staff induction, performance review discussions, and curriculum team appraisals where appropriate.
c. Participate actively in your own continuous professional development, including appraisals, CPD activities and maintaining a professional development portfolio.
d. Attend and contribute to standardisation and moderation meetings and support new team members to understand course expectations and procedures.

Contribute to Strategic and Operational Priorities

a. Support recruitment, marketing and employer engagement activities including Open Days, interviews, and curriculum planning.
b. Promote equality, diversity, and inclusion across the course, addressing the needs of underrepresented or vulnerable learners.
c. Implement safeguarding responsibilities in line with college policies and procedures.
d. Maintain accurate destination data to inform self-assessment and ensure strong progression outcomes.
e. Work with curriculum leads and the wider faculty to implement the College Strategic Plan and Operational Plan, contributing to division and cross-college initiatives as required.

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
a. Hold a relevant qualification in <u>Viticulture and Oenology</u> or demonstrate equivalent professional experience and a willingness to gain a teaching qualification.
b. Extensive industry or sector experience, with strong subject knowledge in key areas relevant to the curriculum.
c. Excellent communication and interpersonal skills.
d. Competency in English and maths, evidenced by Level 2 or higher qualifications in both subjects.
e. A strong commitment to student success and progression, with evidence of achieving good or better outcomes against key performance indicators.
f. A collaborative and team-oriented mindset, with a desire to contribute to a high-performing department and wider college goals.
g. Strong problem-solving skills and a flexible, adaptable approach to change and innovation.

h. A clear understanding of student needs and strategies to support diverse learners effectively.
i. Willingness and ability to develop curriculum content, teaching and learning resources, and assessment materials in line with subject specialisms.
j. Proficient in the use of IT and digital learning tools to support teaching, learning and administration.
k. A well-organised and highly effective teacher, with evidence of consistently achieving good or outstanding observation outcomes and modelling best practice.
Desirable criteria
a. Research experience.
b. Hold a master's degree, Doctorate, or equivalent qualification.
c. Hold a recognised leadership or management qualification and/or have relevant supervisory or team leadership experience.
d. Evidence of successfully raising academic and/or pastoral standards in previous roles.
e. A clear understanding of safeguarding and student welfare, with knowledge of best practice in supporting wellbeing.
f. Proven ability to lead improvements in teaching, learning, and assessment across a programme or curriculum area.

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.