



Programme Manager Teacher Education	
Reporting to:	Director of Teaching, Learning and Quality
Working Hours:	Full - time (37.5 hours per week)
Salary:	£31,417 to £36,413 per annum (scale point 28 to 34)
Position Code:	PC A2
Annual Leave:	37 electable days plus 8 statutory days

Job Purpose

To take a leading role in the teaching, learning and assessment of teacher education programmes for teachers and relevant support staff working in a land-based educational context. To take specific responsibility for the management and delivery of GCSE and Levels 3 and 4 of teacher education programmes in coordination with the Director of Teaching, Learning and Quality.

Duties and responsibilities of the job

1. Leading Teaching, Learning and Assessment

a.	Lead the teaching, learning and assessment of teacher education programmes and courses from Level 3 up to Level 7 as directed by the Director of Teaching, Learning and Quality.
b.	Ensure opportunities are created and realised for teachers to make sustained progress towards relevant teacher education programmes as part of their professional development.
c.	Design effective lesson plans and schemes of work that enable teachers with a variety of experience levels to succeed in relevant formal and informal teacher education programmes.
d.	Ensure all lesson plans, schemes of learning and assessment schedules for formal teacher education programmes meet the full requirements of the appropriate awarding body.
e.	Use innovative pedagogical techniques, alongside educational technology, to support the progress of teachers successfully completing relevant teacher education courses.
f.	Track the progress of teachers working towards formal teacher education qualifications.
g.	Set and mark assignments and provide prompt constructive feedback to promote sustained progress towards formal teacher education qualifications.

h.	Work with the Director of Teaching, Learning and Quality to plan and manage timetables in relation to teacher education.
i.	Ensure that verification procedures for teacher education programmes are conducted robustly, liaising with the Director of Teaching, Learning and Quality as required.
j.	Assist the Director of Teaching, Learning and Quality in leading meetings to discuss the progress of teachers working towards formal teacher education qualifications.
k.	In conjunction with the Director of Teaching, Learning and Quality, ensure all teaching and learning qualifications are claimed on successful completion.
l.	In liaison with the Director of Teaching, Learning and Quality and with support from the Safety Team, ensure the implementation of the Health and Safety Policy to all programme activities.
m.	Make a positive and significant contribution to the quality of all programme aspects within college marketing and information material across all formats (web, print, presentation, etc).
n.	In liaison with the Director of Teaching, Learning and Quality, prepare an annual resource requirement plan to facilitate programme delivery.
o.	Take a leading role in planning and delivering teaching staff CPD and INSET days as directed by the Director of Teaching, Learning and Quality.

2. Quality Improvement

a.	Coordinate programme review meetings and reports (to include a Quality Improvement Plan) for the programme(s) allocated as set out in the college quality cycle.
b.	With the Director of Teaching, Learning and Quality, lead team meetings to monitor and standardise practice, share information and good practice, and plan and implement improvements.
c.	Take a leading role in gathering, analysing and reporting on teacher feedback from formal and informal teacher education programmes, including CPD and INSET days.
d.	Be accountable for teacher education programme(s)' key performance indicators (KPIs) and their improvement as directed by the Director of Teaching, Learning and Quality.
e.	Ensure and maintain standards and quality by engaging with and using the college quality systems.
f.	Ensure programme files, including lesson plans and schemes of learning, are stored appropriately and kept up to date.
g.	Co-ordinate and undertake the role of IV/IQA as required and devise and implement subsequent action plans as well as, where appropriate, manage and conduct professional regulatory requirements and standards for location placements.
h.	Prepare for, and take a lead on, awarding organisation external quality processes with support from the Director of Teaching, Learning and Quality.

i.	Contribute to the programme development by providing subject specialist support to the Director of Teaching, Learning and Quality.
j.	Work with the Quality Manager to identify issues and blockers and develop solutions to provide inclusive practice.

3. Tutoring

a.	Work as a personal tutor to ensure sustained progress of teachers working towards formal teacher education qualifications.
b.	Complete one to one tutorials with teachers working towards formal teacher education qualifications, review and set targets and record progress and outcomes as directed by the Director of Teaching, Learning and Quality.

4. Continuous Professional Development

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

5. Other responsibilities and duties

a.	Participate in staff and student recruitment campaigns, interviews, Open Days and promotional/information events.
b.	Work with employers and other stakeholders as required to develop and deliver high quality curriculum.
c.	Contribute to, and support delivery of the college strategic plan.
d.	Implement and monitor the college operating plan with the Teaching and Learning Development Manager and contribute to action plans as needed.
e.	Ensure equality of opportunity and promote diversity in all aspects of college life with reference to Ofsted vulnerable student groups and protected characteristics.
f.	Analyse and selectively implement the calendar of key equality and diversity events across the programme.
g.	Ensure all safeguarding policies and procedures are followed.
h.	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

Essential criteria for the post
Hold a degree and a PGCE or equivalent teaching qualification.
Hold Level 2 or higher qualifications in both English and Mathematics.
A strong track record of effective teaching and assessing, teaching to a consistently good standard.
A strong track record of leading successful training and/or coaching of teaching staff with demonstrable effects on student outcomes.
A commitment to motivate and inspire innovative practice among colleagues, maximising their potential.
A demonstrable commitment to current innovations in pedagogical research and their applications in practice.
A commitment to work collaboratively to build and develop innovative curricula and resources to support Initial Teacher Training and Education.
Comprehensive and well-developed IT skills, with a track record of using digital technologies to improve learning outcomes.
A strong track record of successfully supporting the development of teaching staff at various levels of experience and with varying levels of qualifications.
Understanding of variety of learning needs and experience in supporting these at different levels.
A strong track record of working collaboratively to set and meet ambitious targets.
Excellent organisational and interpersonal skills.
A flexible approach to problem solving.
Demonstrate a clear understanding of the factors affecting student welfare and best practice in maintaining and enhancing student safeguarding.
Desirable criteria
Hold a Master's Degree in Education or equivalent.
Experience with Level 3, 4 and 5 Teaching and Training Certificate specifications.
Experience mentoring and/or teaching on a CertEd or PGCE programme.
Hold a supervisory/team leader qualification and/or supervisory experience.
Hold Quality Assurance qualifications.

CONDITIONS OF EMPLOYMENT

Working Hours

Basic working hours are from 08.30 to 17.00 Monday to Friday but significant flexibility will be required to meet the needs of the business, including evening teacher training courses. This is an all year-round post. There will be some 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 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 sheets will be available from the start of the new holiday year.

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 also free car parking and a competitively priced dining room service.

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.