



PLUMPTON
COLLEGE

Programme Development Manager, Part-Time Courses	
Reporting to:	Director of Wine, Wine Division
Working Hours:	Full time (37.5 hours per week)
Salary:	£34,463 - £39,943 per annum (Point 28 - 34)
Position Code:	PC M1
Annual Leave:	37 electable days plus 8 statutory days

This is a unique opportunity to join Plumpton College Wine Department and become part of our exciting growth and development. This new role is pivotal in this continuation.

We are an award-winning English Wine producer and a winner of the Queen's Anniversary Prize. This Prize recognises the work of the college as the sole innovator and developer of industry-led training and education programmes supporting the growth and sustainability of the English wine industry since 1985. As a progressive employer-college partnership we grown from foundation and degree programmes to an offer including a Master's programme, industry CPD and more recently introductory-level wine academies and apprenticeships

You will play a vital and vibrant role in our department and gain unrivalled experience in helping us developing and delivering cutting-edge, part-time courses and CPD training nationally and with a future view to an international reach.

We're searching for the best Programme Development Manager to join us in our exciting and growing Wine Department at Plumpton College.

Job Purpose

To continue to develop and grow our successful part time and short course programmes to fulfil the rapidly growing training needs of the UK Wine Industry, with a blend of CPD, upskilling and new entrants training, the Plumpton College Wine Division is seeking to recruit a Programme Development Manager. Within their remit, they will create and manage a well-designed and challenging part time programme(s), and to develop highly effective teaching, learning and assessment experiences. They will be required to coordinate staff and resources to ensure students gain excellent vocational and academic skills, and consistently improve their personal, social and employability skills.

The Programme Development Manager will need to deliver highly effective teaching, learning, assessment and support learners to maximise their potential and to make positive

progress towards their learning success, potential future study and/or employment, in a fast burgeoning and rapidly evolving industry.

You will have a reasonable understanding of the education sector, enjoy traveling (as this will be required within the UK). You will be someone that isn't afraid to lead the Programme Development of all products and services within the department, speaking with stakeholders across the wider industry. You will be responsible for securing partnerships with delivery centres, including vineyards and wineries.

The successful applicant will be driven, organised and dedicated, managing a busy and demanding workload, as well as having experience and a genuine passion for the world of education and the wine industry. We will support, encourage and give you the tools to do your job in the most effective way.

We encourage anyone who feels they are suitable, to apply, we love seeing diversity in our applicants and across the college

Duties and responsibilities of the job

1. Programme Management and Development

a. Research and identify with industry stakeholders for skills gaps and future training needs. Including potential new markets, growth areas, partnerships and new ways of reaching existing markets.
b. Foster and develop relationships with those industry stakeholder and partners.
c. Lead on developing, delivering and enhancing teaching, learning and assessment for part time and short courses (and other undergraduate wine production) programmes in line with college strategy and programme aims and objectives.
d. Ensure programme content aims to meet the needs of the relevant sector and where relevant meets the full requirements of any Awarding Bodies. Working with the National Competency Framework and ensuring this is updated annually.
e. Ensure students are enrolled on the correct programme(s), registered on the correct qualification aims where relevant, and correctly with regulatory organisations (within required timeframes).
f. Ensure schemes of work for allocated programme(s) are in place and purposeful. Work with your programme course team and Director of Wine to ensure these are used effectively.
g. Ensure the programme is developed and embedded to support academic and employment skills development as well as developing personal and social skills and competencies, referring to British Values and safeguarding priorities.
h. In liaison with Director of Wine and with support from the Safety Team, ensure the implementation of the Health and Safety Policy to all programme activities.

i. Organise, agree and monitor student work placements to ensure they are valuable and safe.
j. If it becomes relevant follow college policy to complete education reporting.
k. Monitor attendance for all students.
l. Devise, implement and monitor support strategies for student with learning needs ensuring staff deployment is effective and appropriate records are maintained.
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).

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. Lead team meetings to monitor and standardise practice, share information and good practice, and plan and implement improvements.
c. Encourage students to participate in student forums and surveys and any other feedback mechanisms as set out in the college student voice strategy.
d. Be accountable for programme(s) key performance indicators (KPIs) and their improvement.
e. Ensure and maintain standards and quality by engaging with and using the college quality systems.
f. Contribute to the evaluation of Teaching, Learning and Assessment (TLA) procedures to enhance the student experience and support Continuous Professional Development (CPD).
g. Contribute to the programme development by providing subject specialist information.

3. Teaching, Learning and Assessment

a. As directed by Director of Wine, plan, prepare, teach assess, report and monitor to ensure highly effective lessons to a consistently good or outstanding standard; share teaching, learning and assessment (TLA) good practice and celebrate students' and others' successes.
b. Work to ensure high levels of student attendance in all sessions and prompt completion of registers.

c. Prepare and effectively use schemes of work and lesson plans in line with college processes.
d. Where relevant use and apply modern technology in TLA to enhance the learning experience and support progress for students.

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 courses.
c. Contribute to, and support delivery of the college strategic plan.
d. Implement and monitor the college operating plan with the Director of Wine and Head of Faculty 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. Maintain student destination data to inform self-assessment and quality improvement.
i. Any other duties connected with the post as are reasonably required from time to time.

At Plumpton College we are:

- Ambitious and Progressive
- Enterprising
- Professional
- Passionate about everything we do
- Supportive

Essential criteria for the post
An ability to lead a high performing team in the development of teaching, learning and assessment across programme(s), and to develop curriculum, and teaching and learning materials working collaboratively across the college.
Hold a relevant professional qualification or equivalent experience and skills from industry.
Innovation and creativity; striving to progress, evolve, and challenge yourself and others
An ability to build, develop, and maintain relevant partner networks
Excellent communicator with highly developed interpersonal skills.
Show a strong desire to see students succeed.
Skills and experience in problem solving and organising, and a flexible and adaptable approach.
Comprehensive and well-developed IT skills.
Extensive sector/industry experience and evidence of specialist subject knowledge in key areas.
The desire to develop areas of scholarly activity and research.
Competency in English and maths, as evidenced by Level 2 or higher qualifications in both English and maths.
Desirable criteria
Hold a relevant teaching qualification and/or industry experience for the level of programme.
Clear understanding of the needs of students and how these may be met.
A Wine and Spirit Education Trust (WSET) qualification at Level 3 or above
Ability to teach oenology
Experience of teaching and assessing with the ability to teach to a consistently good/outstanding standard.
Have a management qualification and/or management experience.
Demonstrate a clear understanding of the factors affecting student welfare and best practice in maintaining and enhancing student safeguarding.

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 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.