



Plumpton College

<b>MSc Viticulture &amp; Oenology Programme Manager</b>	
<b>Reporting to:</b>	Curriculum Manager for Wine Division
<b>Working Hours:</b>	Full time (37 hours per week)
<b>Salary:</b>	£29,320 – £33,982 per annum
<b>Annual Leave:</b>	37 electable days plus 8 statutory days

### **Job Purpose**

As a Programme Manager, to provide our Masters students with a well-designed and challenging programme, with highly effective teaching, learning and assessment experiences. To coordinate staff and resources, ensuring that students gain excellent vocational and academic skills and consistently improve their personal, social and employability skills.

As a lecturer, to deliver highly effective teaching, learning and assessment, and support students to maximise their potential and to make positive progress towards their timely success and future study and employment.

### **Duties and responsibilities of the job**

#### **1. Programme Management**

a. Lead on developing, delivering and enhancing teaching, learning and assessment for your allocated programme in line with college strategy and programme aims and objectives.
b. Ensure the programme content meets the full requirements of the awarding body and aims to meet the needs of the relevant sector.
c. In liaison with Curriculum Manager and Head of Faculty, contribute to development of timetables, providing high levels of student experience and meeting college resourcing targets.
d. Ensure students are enrolled on the correct modules.
e. Ensure individual student learning needs are met by working effectively with staff delivering on the programme(s), including those providing student support.
f. Ensure effective schemes of work for the allocated programme are in place, and implemented by the staff delivering modules on the course.
g. Ensure a tutorial programme is delivered that supports academic and employment skills development.
h. In liaison with Curriculum Manager and with support from the Safety Team, ensure the implementation of the Health and Safety Policy to all programme activities.

i. Ensure that internal and external verification procedures for programme(s) are conducted robustly, liaising with Curriculum Manager as required.
j. Ensure all student grades, marks, meetings and comments are recorded according to college policy, using ProMonitor or other agreed formats.
k. Utilise national benchmarks and comparative college evaluative data to ensure that appropriate student achievement targets are set and produce annual reviews of value added performance for allocated programme(s).
l. Ensure the Plumpton on Line learning environment is utilised, populated and maintained to College expectations by staff teaching on the programme(s) and student use is audited to inform quality improvement.
m. Monitor attendance for all students, and set student targets for improvement in attendance if necessary.
n. Devise, implement and monitor support strategies for students with learning needs, ensuring staff deployment is effective and that appropriate records are maintained.
o. Conduct regular team meetings to review student progress and associated actions and, in liaison with Curriculum Manager, set targets for staff contributing to programme(s).
p. Ensure staff with tutorial responsibilities use effective recording procedures for monitoring and set SMART progress targets at regular intervals.
q. 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 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 key performance indicators (KPIs) relevant to your programme.
e. Ensure and maintain standards and quality by engaging with and using the college quality systems.
f. Contribute to the evaluation of TLA procedures to enhance the student experience and support Continuous Professional Development (CPD).
g. Ensure programme files are complete and up to date.
h. Co-ordinate and undertake the role of internal verifier as required and devise and implement subsequent action plans.
i. Prepare for, and take a lead on, awarding organisation external quality processes with support from the Curriculum Manager or Head of Faculty.
j. Contribute to the programme development by providing subject specialist information.

### 3. Teaching, Learning and Assessment

a. As directed by Curriculum Manager, 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. Use and apply modern technology in TLA to enhance the learning experience and support progress for students, eg PoL, specialist software/resources, working to the college VLE standards.
e. Ensure cohesive assessment plans are in place for all students across your allocated teaching, to ensure effective student progress.
f. Set exams, assignments and extension activities for individual students, and provide timely and constructive feedback to students to support progress.
g. Mark work and provide effective verbal and/or written feedback to support progression in line with awarding organisation requirements and college processes.
h. Monitor tracking of individual students and ensure action is taken to improve progress where possible.

### 4. Tutoring

a. Using initial assessment and other information, write and distribute student profiles for all tutees.
b. Work as a personal tutor, co-ordinated by self or other Programme Manager and Curriculum Manager, and engage with Student Services as required.
c. Participate in student interviews, and plan and deliver enrolment and induction activities.
d. Support students through enrolment and induction.
e. Complete one-to-one tutorials with students, review and set targets and record progress and outcomes on ProMonitor or any other agreed format set by the college.
f. Support students to participate in, and gain value from, the cross college tutorial programme, developing personal, employment and study skills, including careers guidance.

### 5. Continuous Professional Development

a. Participate in staff development activities to support Continuous Professional Development (CPD).
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.

## 6. 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 a high-quality curriculum.
c. Contribute to, and support, delivery of the college strategic plan.
d. Implement and monitor the college operating plan with the Curriculum Manager 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. Ensure all safeguarding policies and procedures are followed.
g. Maintain student destination data to inform self-assessment and quality improvement.
h. Any other duties connected with the post as are reasonably required from time to time.

### Qualifications / Skills / Knowledge / Qualities

It is crucial that the successful candidate shares our student-focussed values, equality of opportunity and parity of esteem for staff and students.

At Plumpton College we are:

- enthusiastic about learning
- responsive to student, customer and community needs
- aspiring to the highest standards
- professional and enterprising
- innovative and creative, and
- friendly and welcoming

<b>Essential criteria for the post</b>
Hold a degree / professional qualification or equivalent.
Hold a relevant teaching qualification for level of programme, or be willing to gain a relevant formal qualification.
Experience of teaching and assessing with the ability to teach to a consistently good/outstanding standard.
An ability to lead the development of teaching, learning and assessment across programme(s).
Excellent communicator with highly developed interpersonal skills.
Demonstrate competency in English and maths or hold Level 2 or higher qualifications in both English and maths.
Show a strong desire to lead a high performing team and work collaboratively across the college.
Skills and experience in problem-solving and a flexible and adaptable approach.
Clear understanding of the needs of students and how these may be met.
Willing and able to develop curriculum, teaching and learning materials in subject specialisms as part of continuous development.
Comprehensive and well developed IT skills.

Demonstrate a clear understanding of the factors affecting student welfare and best practice in maintaining and enhancing student safeguarding.
Have a strong desire to see students succeed, evidenced by good or better on key performance indicators for your programme(s).
Extensive sector/industry experience and evidence of specialist subject knowledge in key areas.
Demonstrate a strong desire to work collaboratively as part of a high-performing team.
Be a highly effective and well-organised teacher evidenced by consistent achievement of good / outstanding observation grades with an ability to role model good practice.
Demonstrate evidence of raising standards.
<b>Desirable criteria</b>
Have a supervisory/team leader qualification and or supervisory experience.

## CONDITIONS OF EMPLOYMENT

### Teaching

This is a teaching post, and the total teaching hours will be in the range of 500 to 800 hours per year. The number of teaching hours undertaken will depend on additional responsibilities related to the role, e.g. size of programme(s) and any other allocated responsibilities.

### 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 faculty 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, 8 bank holidays and efficiency days as stipulated by the Senior Management Team. Annual leave is bookable subject to business needs and should be planned and agreed with your Manager. Annual leave sheets will be available from the start of the new holiday year (1 September).

### Continuous Professional Development (CPD)

This post will be entitled to CPD for industrial updating, personal and professional development. All CPD must be planned, agreed and booked with your Manager.

### Benefits

The candidate appointed to the post will automatically become a member of the Teachers' 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.