

Job Title: Programme Leader/Tutor – PGCE FE & Skills

Salary: 0.1 Contract and 4 hours teaching p/w - HE1 – HE4

Responsible to: Director of Adult and Higher Education

Purpose: To develop, co-ordinate and deliver a high-quality degree programme

Responsibilities:

- Programme lead the PGCE programme
- Plan a structured, rigorous and robust curriculum in line with the University of Portsmouth Franchise Partnership
- Provide guidance and support in the preparation, delivery and assessment of lessons and academic guidance for trainee submissions
- Use University of Portsmouth Moodle to mark student work in accordance with University requirements and timescales
- Follow the University of Portsmouth Admissions process and College recruitment procedures to enroll students in a timely and effective manner
- Become experts within the University of Portsmouth Franchise including University documentation
- Undertake joint observations to train and standardise Subject Mentors and summatively assess teaching practice
- Liaise with Subject Mentors to ensure that they understand how to use the documentation and how to provide feedback and constructive criticism
- Attend Franchised Team Meetings, Module Boards, Board of Examiners as required
- Organise and host QA activities in conjunction with the university including moderation, Quality Assurance Visits and Ofsted inspections
- Recognise the status of the Partnership with the University of Portsmouth and realise that they have a key role in steering and driving developments in ITE
- Complete observations, at the student place of study, for all students on the programme
- Lead in promoting the provision internally (to staff) and externally
- Attend events on an ad hoc basis to include; open events, visits and guest speaker sessions.
- Deliver outstanding sessions to students.
- Monitor and support completion of teaching folders with all students
- Organise and assess end of course assessments, in person, with students and the University
- Ensure teaching, learning and assessment is standardised across the programme
- Meet the learning needs of individual students via suitable differentiation and identification of those who would benefit from additional learning support.
- Monitor and evaluate the performance of students
- Create and also oversee schemes of work, handbooks, online learning resources and other resources that support staff and learners.
- Ensure all courses make a healthy contribution to the college finances and develop initiatives to maximise this.
- Interview and induct new members of the team following the appointment procedures.
- Provide on-going support and mentoring for new members of staff.
- Complete lesson observations and feedback meetings with staff.
- Collate data and evidence for the Annual Monitoring Report, ensure that actions in the Development Plan are implemented and present the report to the Academic Board.
- Attend all HE specific meetings (Board, Assessment and Progress)
- Prioritising the safeguarding of all students and participate in training on safeguarding matters

- Contributing to the elimination of unlawful discrimination, harassment and victimisation; advance equality of opportunity and foster good relations between people who share a protected characteristic and those who do not.
- Any other tasks reasonably required by the Director/Principal

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Essential Requirements

- Educated to Masters Level in Education
- Extensive FE Teaching experience
- PGCE
- Experience in managing staff
- Excellent organisational and record keeping skills
- Flexible, committed and able to work as part of a larger HE division

Desirable Requirements

- Doctorate in Education
- Experienced manager of education provision and teaching teams
- Experience teaching teachers
- Confident and very able delivering online using virtual learning environments and live video software.