

JOB DESCRIPTION	
Department:	The Language Gallery – HE
Position:	<p>Programme Leader</p> <p>Full-time</p> <p>Multiple Disciplines across Level 4 including Business Management, Financial management, Digital Business, Marketing, Professional Skills and Organisational Behaviour</p>
Reporting to:	Academic Director
Line Management:	Module Leaders & Business Management Lecturers
<p>The Language Gallery Values are:</p> <p>To offer equal opportunities for all staff and students, celebrating multi-culturalism and tolerance, to achieve academic excellence.</p>	
COLLEGE INFORMATION	
<p>The Certificate of Higher Education: Business Management course is Level 4 course for The Language Gallery. We offer students from a diverse range of non-standard backgrounds the opportunity to gain a Level 4 qualification then progress to employment or Year 2 of a business-related undergraduate degree. The college aims to create a supportive environment in which students can feel nurtured and encouraged to reach their potential, providing them with the technical, academic, business, professional, and social skills that will serve them in both university and workplace settings.</p> <p>The pillars of TLG are:</p> <ul style="list-style-type: none"> -Student recruitment -Student retention -Student progression -Student and staff satisfaction <p>As part of the Global University Systems Group, we promote a Student Focus, Communication, Collaboration, Respect, Competence, Integrity and Entrepreneurship.</p> <p>All of these are reflected in all staff members day to day activities.</p>	
ROLE INFORMATION	
<p>The Programme Leader for the CertHE Business and Management programme will work collaboratively to build strong relationships with the key leaders and the staff of The Language Gallery to manage and participate in the design, delivery, teaching and assessment of the CertHE programme demonstrating an overarching understanding of our core modules: Business Management, Organisational Behaviour, Digital Business, Professional Skills, Marketing, and Finance. The post holder will be a mentor and line manager to the Academic staff on the programme involving lecturers and Academic Mentors.</p>	

The CertHE is pivotal in the progression of students to university courses as part of TLG’s widening access and participation commitments. The role focuses on creating holistic approaches to teaching and learning across subject, ensuring that the experiences delivered engage, retain and progress students. The Programme Leader will bring a combination of academic experience, capabilities and personality to engage diverse students with non-traditional backgrounds.

The post holder will be passionate about working with students, colleagues, the college and the wider community will be responsible for achieving ambitious targets in retention and progression of students, playing a pivotal role in leading the Academic Team. The post holder will have an in-depth knowledge of effective pedagogy in higher education and experience in managing a similar programme team. The postholder will be required to bring strong leadership to this developing School as well as contribute to the management and strategic development of TLG HE.

The college delivers each blended course as 2as as mixture of one face to face on campus and and synchronous and asynchronous online. Lecturers will usually be responsible for one or two groups of students representing a part-time or full-time role. Input consists of lectures, workshops, skills lessons, and tutorials. The teaching approach uses best practices from Chunked Experiential Learning Theory, utilising a flipped classroom format with bespoke reflection engagement points creating opportunities for personalised learning. This personalisation aids student satisfaction, success and engagement which in turn aids the development of soft skills offering academic progression and/or employability. There is a possibility to run the programme over two evenings in the week and at the weekend. A Programme Leader may have to work across evenings and weekends, as determined and discussed at interview. To support lecturers the college employs Academic Mentors. These mentors provide the academic skills and pastoral support to students throughout their course. The Programme Leader will be responsible for ensuring a smooth collaboration between all academic staff to ensure students are supported on their course with the highest academic standards being met.

Programme Leaders will have a master’s or PhD in a related area with evidence of experience and interest in lecturing. The Programme Lead is expected to develop and share teaching and learning materials with all associated assessments. It is expected that the Programme Lead will be able to teach all core modules at this level and evidence expertise in at least one.

Familiarity with online virtual environments (CANVAS) is essential and appropriate training is also provided. Programme Leaders will need to develop and share content, teach, engage students, and help to broaden awareness of and capability amongst other business lecturers and other staff as appropriate.

All Programme Leaders and academic staff need to be able to work flexibly as part of a team, play a role in developing teaching and learning strategies and contribute to academic quality by pursuing excellence in teaching. All must be able to demonstrate evidence of how they have contributed to a working team, contributed to quality improvement, and how their personality and approach to work benefits those around them. In this role they will be expected to demonstrate a commitment towards developing their own professional practice and contributing to the development of the practice of colleagues. TLG will be supportive of staff development towards this.

PERSON SPECIFICATION

		Assessed by		
Selection Criteria	Essential (E) Desirable (D)	Application	Interview	Skills Test
Knowledge and Qualifications				

PhD	D	/		
Masters level or professional qualification in a related area	E	/		
Postgraduate teaching qualification	D	/		
Business specific academic and/or professional expertise	E	/	/	/
Two years' experience teaching or supporting learning in UK Higher Education at Level 4 especially experience with WP students	E	/		
Skills and Abilities				
Ability to teach and engage students online	E	/	/	
Ability to plan schemes of work, create teaching and learning materials and design assessments	E	/	/	/
Experience of designing and developing new programmes	D	/	/	
Organisation and time management	E	/		/
Personal Attributes				
Excellent communicator verbally and in writing	E	/	/	
Cooperative and collaborative	E	/	/	

ROLE PROFILE

1. Communication

Oral

- Disseminate conceptual and complex ideas to a wide variety of audiences using appropriate media and methods to promote understanding
- Convey concepts and theories effectively in all academic contexts
- Provide clear and pertinent feedback to students

Written

- Receive, understand, and convey information, using a range of written material, in a clear and accurate manner from routine (emails, memos etc.) to complex (write or contribute to the production of a papers for committees)
- Actively participate in scholarly activity or research (write up research outcomes for presentations at conferences etc.)
- Produce reports, analysis and evaluation for all internal and external scrutiny processes

Technological

- To make full use of all information and communication technologies in adherence to data protection policies to meet the requirements of the role and to promote organisational effectiveness.
- To fully utilise the College and other information and communication technologies and lead academic staff in order to facilitate and enhance students' learning experiences and organisational effectiveness.

Vision

- Communicate our vision for the development of the academic partnership with our partner universities

- Communicate our vision for the development of programme pathways to meet the overall strategic aims of the school as an effective, attractive, and high-quality pathway to UK HE
- Communicate our vision to drive forward continuous improvement and enable the school to achieve the aspirational targets for student outcomes

2. Teamwork and motivation

- Collaborate with colleagues, discuss and agree on taught content, teaching methods, co-teaching, timetabling and other issues on an ongoing basis in team meetings
- Undertake a developing role in supporting and mentoring colleagues
- Co-ordinate the work of others to ensure modules and work requirements meet the standards as described
- Lead, participate in and contribute to: course team meetings, course committee meetings and organise and prepare for examination boards.
- Collaborates and work effectively within team and across professional groups developing productive working relationships
- Works effectively and respectfully with a wide range of people fostering inclusive and constructive teamwork and problem-solving
- Alongside other TLG staff, ensure that timetables and assessment schedules are delivered effectively, staff are recruited compliantly, and Student Services and Academic staff work together as one team
- Provide effective and efficient academic management and co-ordination of staff resources
- Demonstrate innovation (e.g., Module development, planning, improvement).

3. Liaison and Networking

- Liaise with colleagues and students daily and build and participate in internal networks for the effective exchange of information
- Participate in external networks to share information and ideas (e.g., external examiners and assessors)
- Demonstrate relevant professional networks and relationships that bring expert external knowledge to student learning, employment and enterprise
- Attend and actively contribute to relevant governance Boards and Committees through approved liaison points
- Oversee the effective operation of the Programme Committee

4. Service Delivery

- Play an active role in the curriculum development and teaching practices under the supervision of the appropriate Head of School/Director, ensuring the programme provides academic and pastoral support to students as necessary, monitoring student progress and maintaining appropriate records.
- Supervise CertHE Business Management academic staff and resources.
- Be responsible for the design, review and delivery of modules and assessments ensuring standardisation across student cohorts.
- Participate in the administration of the department's programmes of study and other activities as requested
- Contribute to ensuring that the Centre's Quality Assurance framework is implemented across all academic teams and lead on the development of the relevant sections of the Annual Monitoring Report.
- Oversee the development, maintenance and quality of the CertHE virtual learning environment (VLE)
- Support a cost-conscious working environment, at the same time as delivering a quality service and experience to students
- Contribute to ensuring that the academic staff are compliant in relation to Safeguarding and PREVENT responsibilities and are aware of their obligations/requirements
- Contribute to ensuring that the Programme is compliant in relation to GDPR responsibilities and staff across the academic team are aware of their obligations/requirements

- Actively follow and promote College's policies

5. Decision making Processes and Outcomes

- Make independent decisions about content and teaching methods providing that they continue to meet the overall curriculum as laid down in the course handbook.
- Make decisions collaboratively with colleagues and take independent decisions on the implementation of assessment procedures
- Advise others on strategic issues such as recruitment

6. Planning and Organising Resources

- Plan and organise own and other resources where it impacts on own responsibilities (e.g. module delivery, scholarly and research activity), with guidance if necessary to achieve course objectives
- Contribute to the management of quality, audit and other external assessments
- Work with others to plan and organise small projects ensuring effective use of resource (e.g., research projects, seminars).
- Contribute to the development, planning and implementation of a high-quality curriculum, teaching and assessment with academic quality assurance and enhancement
- Assist in the development of learning materials, preparing schemes of work and maintaining records to monitor student progress, achievement and attendance
- Participate in the development, administration and marking of exams and other assessments

7. Initiative and problem solving

- Use initiative and creativity to identify areas and contribute to the resource of diverse problems using judgment when adopting different approaches (e.g., student absences, assessment issues, learning and teaching approaches, interpreting research data).
- Respond to pedagogic and practical challenges
- Recognise areas and opportunities for development and improvement and contribute to the implementation of these

8. Analysis and research

- Identify and develop appropriate existing methods of analysis or investigation particularly as they relate to the development of teaching materials.
- Ensure teaching materials remain current and reflect recent research in the subject area
- Conduct scholarship and publish in subject area
- Ensure that teaching materials remain current and reflect recent research in the area.
- Contribute to analysing data and feedback from a wide variety of sources to monitor progression targets, and planning and implementing actions where necessary
- Undertake continuous personal and professional development analysing or researching complex ideas, concepts or data from different perspectives to make contributions through original thought

9. Sensory and Physical Demands

- Carry out tasks at a level appropriate to the discipline and type of work.
- Acquire where appropriate and the opportunity is provided by TLG, new skills necessary for effective teaching (e.g. use of AVA equipment)

10. Work Environment

- Ensure that the work environment is suitable for purpose (e.g., ensure appropriateness and safety of personal office space; undertake staff development opportunities as they relate to the health and safety of others).
- Be aware of the potential impact of own work on others.

- May be expected to conduct risk assessment and reduce hazards especially in reference to any external stakeholder visits or activities

11. Pastoral Care and Support

- Provide support and advice on standard welfare and sensitive issues using listening, interpersonal and pastoral skills.
- Be understanding and maintain confidentiality and appreciate needs of individual students (e.g. acting as a personal tutor)
- Show sensitivity to students and know to whom to refer to for further help.

12. Team Development

- Development of new academic team members (e.g. at induction) and mentor and line manage academic staff
- Participate with all staff and line manage academic colleagues to ensure effective teamwork.
- Act as a mentor in the capacity of line manager to other academic staff.

13. Teaching and Learning Support

- To set, promote and maintain appropriate educational and professional standards of good practice in teaching, delivery, and curriculum development.
- Develop suitable approaches to the learning experience and develop content methodology
- Design and review, on a regular basis, content of learning material, updating when required compliant to Quality Standards
- Identify where current provision is in need of revision or improvement and implement action planning
- Identify learning needs of students and define learning objectives and provide support with this to the Academic team
- Challenge thinking, foster debate and encourage the developments of intellectual reasoning and rigour
- Monitor performance of academic staff through appropriate assessment criteria
- Within module responsibility, work with others to design content of learning materials within existing frameworks and make modifications to existing materials to meet defined learning outcomes
- Select appropriate assessment criteria, assess the work and progress of students by reference to those criteria and provide constructive support to the academic team
- Supervise the work of students and working with Academic Mentors, provide advice on study skills and help them with their learning outcomes.
- Seek ways of improving own performance
- Contribute to an annual course monitoring report and ensure the continuous improvement and development of the course.

14. Knowledge and Experience

- Experience of teaching & assessment in a Higher Education environment leading and of managing education (people, curriculum, quality & standards, students)
- HE teaching qualification.
- PhD desirable.
- Possess in- depth knowledge in the discipline to develop established teaching programmes including strategies to promote and assess learning.
- Take opportunities for continuous professional development both as related to own discipline and in generic learning and teaching skills.
- Understand equal opportunity issues as they may impact on academic content and issues relating to students' needs.
- Possess the ability to engage the interest and enthusiasm of students and academic staff.
- Evidence of research, knowledge exchange and/ or professional practice that contributes to the advancement of the Discipline and is relevant to the goals of the Course and College as a whole.

The above duties will inevitably change as TLG HE evolves. The post-holder should therefore expect periodic variations to this job description. This job description may also be supplemented on a regular basis by individual objectives derived from Group-level strategies. There will be an occasional need to undertake business travel between other TLG sites. The postholder will be expected to work closely with all TLG departments and centres. There is an expectation that all employees will maintain the values of TLG and will comply with the code of conduct as well as equality and diversity, health and safety and safeguarding policies.

General Duties

- To perform such duties consistent with your role as these may from time to time be assigned to you anywhere within the College.
- To Adhere to all colleague policies and procedures, including Equality and Diversity and Health & Safety.
- Respect confidentiality: all confidential information should be kept in confidence and not relates to unauthorised persons.
- To work in accordance with the Colleges' Equal Opportunities Policy and to promote equality and diversity in your work.
- To undertake continuous personal and professional development, and to support it for any staff you manage through effective use of the College's Planning, Review and Appraisal scheme and staff development opportunities.
- To make full use of all information and communication technologies in adherence to data protection policies to meet the requirements of the role and to promote organizational effectiveness
- Demonstrate excellent Customer Services in dealing with all customers.

I confirm that I have read, understand and accept the Role Responsibilities as identified above; and acknowledge that this Job Description is subject to change in line with the Business Requirements in place from time to time.

Signature:

Date: