**Job Description**

*(This is a description of the job as it is as present constituted. It may be necessary, from time to time, to update job descriptions to ensure that they relate to the job as then being performed. Therefore, management reserve the right to make changes to your job description, commensurate with your grade/level in the organisation, after consultation with you).*

|  |  |
| --- | --- |
| **Post Title:** | **Programme Leader- Games Design** |
| **Post Reference:** |  |
| **Reports to** | **Curriculum Manager** |
| **Department** | **Digital** |
| **Grade** | **SCP 026-035** |
| **Contract** | **Permanent 0.7 FTE** |
| **Location** | **Sunderland** |

**Overall Purpose**

|  |
| --- |
| * Working with the curriculum manager take an active role in the review and development of the curriculum intent ensuring planning and preparation of high-quality, sequenced learning through career-focused schemes of learning, session planning and resources are in place. * Taking ownership for the timely maintenance of accurate data at programme/course level through the student journey to ensure excellence and continual improvement. Regularly reviewing and evaluating the performance of programmes/courses in line with curriculum planning and curriculum performance review cycle. * Taking an active role in the ongoing development of *new* programmes of study. |

### Role Purpose

|  |
| --- |
| * Take responsibility for ensuring high quality information, advice and guidance; recruitment, retention, achievement, success and progression of individual students are within a framework of continual quality improvement with robust tracking and monitoring. * Lead on the delivery of exemplary teaching and learning and support standards of assessment. * Lead the course and/or provision and drive a high-quality learner experience through all stages of the learning journey; and take responsibility for collating reviewing and disseminating, all aspects of learner progress and destination. * Take responsibility for following up issues or concerns for example attendance or well-being and lead on the required action/s or interventions to address these in conjunction with other internal staff or external agencies where necessary. |

### Role Responsibilities

|  |
| --- |
| **Lead Responsibilities**   * Contribute towards a high-quality pre-entry and initial assessment process to ensure that learners’ needs are met * Ensuring the provision of high-quality pastoral and supportive care of students as part of the whole learner journey. Ensure the provision of highly effective guidance to students to assist them through their programme and in their progression onto a positive destination for example higher learning or employment. * Oversee the needs and positive progress of all students with an EHCP or ALS need enrolled on a course/ programme for which you are responsible. * Work effectively within teams responsible for devising, reviewing and maintaining effective management of study programmes; and contribute towards sharing of good practice. * Ensure quality files and course/programme team information on platforms such as SharePoint are appropriate, support the team, reduce workload, facilitate great teamwork and sharing of practice. This includes ensuring schemes of learning/lesson planning is in line with college policy and expected practice. * Celebrate and promote staff and student success within the college to support the college’s culture for valuing people and recognising excellence.   **LTA Responsibilities**   * Embrace and promote teaching and learning technologies implement them to enhance the student experience * Review course content and resources to ensure currency and relevance with both qualification and future industry requirements. * To provide an excellent experience to students through exemplary learning, teaching and standards of assessment. * Develop and share subject pedagogy within and across teams to maintain currency and accuracy. * Preparation of effective formative and summative assessments including feedback to meet awarding organisation standards and student needs. * Lead on Internal and External Quality Assurance in line with the College quality assurance policy and procedures and awarding organisation guidelines.   **Student Experience Responsibilities**   * Embrace and positively promote the college’s approach to supporting the Student Journey ensuing the student voice drive a strong you said we did agenda * Undertake student interviews providing advice and guidance to prospective students, allowing for informed career pathway choices that are supported at appropriate learning levels. * Contribute towards a high-quality student induction to ensure the Right Student is on the Right Course * Set high expectations and monitor student attendance, punctuality, behaviour and progress and take appropriate action when required, ensuring recorded in college online systems (including all components of a 16-19 study programme). * Actively contribute to successful parental meetings and disciplinaries in line with the positive behaviour policy * Lead and liaise with curriculum and learning support staff to ensure appropriate and high-quality academic and learning support is provided as required. This includes ensuring exam access arrangements are in place. * Participate in college recruitment and marketing events.   **General Responsibilities**   * Take responsibility for own continuous Professional Development including industry updating to maintain pedagogical and industry currency. * Ensure compliance and high standards regarding all college policies and procedures. * Attend and proactively contribute towards course, faculty and College level meetings. * To have due regard and take appropriate responsibility for PREVENT and the safeguarding and promotion of the welfare of children and/or vulnerable adults. * Ensure a safe and secure environment for students in accordance with the College Safeguarding and Health and Safety Policies and complete appropriate risk assessments in line with College Risk Assessment Policy. * Provide cover as and when required for absent colleagues. * Undertake such other duties as are reasonably allocated either permanently or from time to time. * Work at any of the College sites on a temporary or indefinite basis – in line with your contract of employment |

**Job Description**

|  | | | | **ASSESSMENT METHOD** | | | |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **PERSON SPECIFICATION – Programme Leader Games Design Reference: XXXX** | **Essential** | **Desirable** |  | **Certificate** | **Application Documents** | **Reference** | **Selection Process** |
| **Qualifications** | | |  |  | | | |
| Appropriate degree or equivalent/relevant vocational qualification or commitment to work towards. |  |  |  |  |  |  |  |
| Teacher qualification or commitment to work towards |  |  |  |  |  |  |  |
| Assessor Awards or commitment to work towards within first year |  |  |  |  |  |  |  |
| Level 2 English and maths qualification |  |  |  |  |  |  |  |
| Up to date Continuous Professional Development |  |  |  |  |  |  |  |
| **Experience** |  |  |  |  |  |  |  |
| Successful experience of delivering high quality provision |  |  |  |  |  |  |  |
| Evidence of supporting curriculum development |  |  |  |  |  |  |  |
| Evidence of collecting and acting upon data analysis |  |  |  |  |  |  |  |
| Experience in a relevant industry and knowledge of current industry standards |  |  |  |  |  |  |  |
| Experience of implementing a range of delivery methods to suit a variety of learning needs. |  |  |  |  |  |  |  |
| Appropriate academic/vocational experience |  |  |  |  |  |  |  |
| Experience of internal quality assurance |  |  |  |  |  |  |  |
| Experience of working with awarding bodies |  |  |  |  |  |  |  |
| Experience of working within 16-18 sector |  |  |  |  |  |  |  |
| SMART Target setting through tutorial programmes |  |  |  |  |  |  |  |
| Initial assessment processes and its relationship to target setting, planning for learning and student progress |  |  |  |  |  |  |  |
| **Skills and Understanding** |  |  |  |  |  |  |  |
| Good understanding of pedagogical approaches, innovative teaching and learning strategies. |  |  |  |  |  |  |  |
| Excellent interpersonal, communication and organisational skills |  |  |  |  |  |  |  |
| Demonstrate successful achievement within teaching or within specialist industry |  |  |  |  |  |  |  |
| A high degree of digital literacy and the ability to make use of ILT in teaching |  |  |  |  |  |  |  |
| Demonstrate time management skills |  |  |  |  |  |  |  |
| Strong team working skills and qualities |  |  |  |  |  |  |  |
| Ability to lead and contribute to IQA |  |  |  |  |  |  |  |
| **Personal Attributes** |  |  |  |  |  |  |  |
| Suitable to work with children and young people |  |  |  | Criminal records check via DBS |  |  |  |
| Proven ability to interact effectively with all members of the college community (Parents, employers, staff, learners and stakeholders) |  |  |  |  |  |  |  |
| Ability to communicate at all levels of the organisation, both oral and written |  |  |  |  |  |  |  |
| Ability to demonstrate honesty and integrity, representing the college brand at all times |  |  |  |  |  |  |  |
| To have excellent timekeeping and reliability |  |  |  |  |  |  |  |
| To take appropriate responsibility for PREVENT and the safeguarding and promotion of the welfare of children and/or vulnerable adults. |  |  |  |  |  |  |  |
| To uphold British Values, the college values and responsibilities with regard to equality and diversity. |  |  |  |  |  |  |  |
| To understand and adhere to college Health and Safety policies and guidelines ensuring compliance with statutory legislation. |  |  |  |  |  |  |  |