Lecturer & Programme Leader of IT

**External Vacancies**

**Post Ref: XXXX. Part Time, 14.8 Hours per week. Permanent. £29,433 - £38,379 per annum (depending on relevant teaching qualifications and experience) (pro-rata for part time posts).**

**About the role**

To support the ongoing curriculum development and academic excellence in Sunderland Sixth Form and the Access to HE team, we are seeking to appoint an IT/digital specialist who can teach IT/Computing and demonstrate innovative and outstanding teaching, learning and assessment practices to ensure positive outcomes for learners. Please refer to the job description for additional detail.

This position is suitable for both experienced and newly-qualified teachers, and so we welcome all applications from across a wide-range of experience levels.

Please note that this is not a people-management position; as the sole-deliverer of IT in this area, you will lead this programme.

**About you**

Candidates should possess a degree in (or relating to) IT/digital, have fully qualified lecturer or teacher status and experience of teaching IT/Computing. Please refer to the person specification for additional detail.

**About us**

At Education Partnership North East, we are passionate about transforming lives through education. As a leading education provider in the North East of England, comprising of Sunderland College, Northumberland College and Hartlepool Sixth Form we are committed to providing outstanding teaching and learning experiences that help our students to achieve their full potential; and we are ambitious.

At Sunderland Sixth Form, which is part of Sunderland College based at the Bede Campus, we have a strong college community and encourage our staff and students to be their authentic selves, be respectful of others and to be innovative in how they deliver an excellent student experience by creating an exciting future for everyone working and studying across the group.

As an employer, we are dedicated to creating a supportive and inclusive workplace culture where our staff can thrive. We believe that our employees are our greatest asset, and we are committed to investing in their development and wellbeing.

Key reasons for working at Education Partnership North East:

* we believe that diversity and inclusion are essential for creating a positive and productive workplace culture. We are committed to creating a welcoming and supportive environment for all our staff, regardless of their background or identity.
* we believe that ongoing learning and development are crucial for our employees' success and job satisfaction. We offer a range of training and development opportunities, including regular CPD sessions, mentoring, and leadership development programs.
* we offer a competitive benefits package that includes a contributory pension scheme (TPS), a very generous holiday entitlement (48 days (pro rata) per annum plus bank holidays), and access to a range of employee support services, including a confidential employee assistance program.
* we foster a collaborative and supportive work environment that encourages our staff to share ideas, work together, and support one another. We value open communication and transparency, and we are committed to providing a safe and healthy workplace for all our employees.
* our staff have the opportunity to make a meaningful difference in the lives of our students. Whether you are a teacher, support staff member, or part of our corporate team, you can be proud of the important work you do every day.

But don't just take our word for it - here's what some of our current employees have to say:

*‘Fantastic facilities lead by inspiring leadership whose aim is to enhance the life opportunities for young people and adults’.*

*‘I began my journey here as a student many years ago. My personal growth led me to have the confidence to become a lecturer and give back to the organisation that gave so much to me. My development with the college is ever growing with the opportunity to complete many professional courses to develop my professional growth and ensure that I deliver excellence in my practice’.*

If you are looking for a rewarding career with an organisation that is committed to making a difference, we invite you to apply for our open position. Join our team at Education Partnership North East and help us to transform lives through education.

**Please see the following link to our recent 2024 Ofsted Report, in which EPNE was graded as being ‘Outstanding’ across all areas -**

Applicants should be able to demonstrate, in their personal statement, practical examples of how they fulfil the person specification. Due to the nature of this post, you will be required to undertake an Enhanced Disclosure Check.

To find out more about this great opportunity visit [www.sunderlandcollege.ac.uk/vacancies](http://www.sunderlandcollege.ac.uk/vacancies)  alternatively email vacancies@sunderlandcollege.ac.uk or call 0191 511 6046 to request an application pack. Please note we will only accept EPNE application forms.

Please contact Adam Sams, Director of Sunderland Sixth Form, should you wish to have an informal chat about the role – adam.sams@sunderlandcollege.ac.uk

**All applications must be received by …**

**It is anticipated that interviews will take place …**

We are working towards equal opportunities and welcome applications from all sections of the community. We are committed to PREVENT and safeguarding the welfare of children and vulnerable adults.

**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).*

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| **Post Title:** | **Programme Leader & Lecturer of IT** |
| **Post Reference:** |  |
| **Reports to** | **Curriculum Manager**  |
| **Department** | **Sixth Form** |
| **Grade** | **026-035** |
| **Contract** | **Teaching – part time (permanent)** |

**Overall Purpose**

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| * 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.
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### Role Purpose

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| * 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.
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### Role Responsibilities

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| **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.

**Learning, Teaching and Assessment 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.
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* 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
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**Values Based Approach: Lecturer & Programme Leader of IT (Sunderland Sixth Form)**

**Valued Behaviours:** We’re not just interested in what you can do, but also how you do it. We expect our staff to carry out their role in a way that reflects our values through their behaviours. We’ll be looking for evidence of these behaviours throughout the recruitment and selection process.

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| Values | Valued behaviours |
| AuthenticWe are who we say we are, we do what we say we do | We are professionals in our practice | We are experts in our field |
| RespectfulWe value the opinion of others and the contribution they make | We are keen collaborators | We are intuitively inclusive |
| AmbitiousWe are determined to achieve our vision and goals | We inspire and motivate | We stretch and challenge |
| InnovativeWe work hard to create a dynamic, forward looking culture | We experiment to excel | We are digital daredevils |

**Qualifications:**

Qualifications underpin your teaching professionalism and subject expertise. They also support you to be a professional in your teaching practice, and an expert in your field.

However, as a learning organisation, we welcome applications from unqualified individuals and we will support you to become qualified and excellent in transforming people’s lives.

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| **Assessment Method** |
|  | **Essential** | **Desirable/ Advantageous if…** | **Certificate** | **Application Documents** | **Reference** | **Selection Process** |
| **Teaching, assessing and quality assurance qualifications** |
| Minimum Level 5 PGCE, Diploma in Education and Training or equivalent | « |   | « | «  |   |   |

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| **Subject specific qualification** |
| Appropriate degree in or closely related to IT/Computing | « |  | « |  « |   |   |
| **English, maths and digital qualifications** |
| Minimum Level 2 Maths qualification | « |   | « |  « |   |   |
| Minimum Level 2 English qualification | « |   | « | «  |   |   |

**Skills and Experience:** We’re keen to hear about what you can bring to the role based on your current skills and experience.

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|   | **Assessment Method** |
|  | **Essential** | **Desirable/ Advantageous if…** | **Certificate** | **Application Documents** | **Reference** | **Selection Process** |
| **Skills and Experience** |
| Development, delivery & assessment of IT/Computing | « |   |   | « | «  |  « |
| Leading and contributing to internal quality assurance processes relevant to the FE / HE sector |  | «  |   | « |   |  « |
| Working collaboratively with students and colleagues to review student progress, supporting achievement of learning and personal development goals | « |   |   | « |   | « |
| Experience of taking ownership and accountability of a project or students progress |  |  « |   | «  |   | « |
| Planning and developing a programme(s) taking into account all aspects of the learner journey |  | « |  | « |  | « |
| Planning and delivering sessions that are safe, inclusive, stretching, and relevant to learners | « |  |   | « |   | « |
| Creating inclusive learning experiences by applying knowledge of special educational needs, disabilities or vulnerable learners  |  | « |  | « |  | « |
| Developing students’ confidence, autonomy and thinking skills, using pre-entry / initial assessment processes and student-owned SMART targets | « |  |  | « |  | « |
| Developing appropriate and fair methods of assessment and providing constructive and timely feedback to support student progress and achievement | « |  |  | « |  | « |
| Maintaining accurate records of individual students’ progress and achievements | « |  |  | « |  | « |
|  | **Essential** | **Desirable/ Advantageous if…** | **Assessment Method** |
|  | **Certificate** | **Application Documents** | **Reference** | **Selection Process** |
| Using students’ feedback and achievement to plan and improve the quality of education | « |  |  | « |  | « |
| Engaging students to establish standards of behaviour, mutual respect and safe working | « |  |  | « |  | « |
| Using digital technologies safely, effectively and to promote innovative learning |  | « |  | « |  | « |
| Participating in curriculum planning processes |  | « |  | « |  | « |
| **Knowledge and Understanding** |
| Engagement in relation to educational research, pedagogy, and assessment |  | «  |   | «  |   | « |
| Use creative approaches to developing students’ mathematics, English, digital and wider employability skills | « |   |   | « |   | « |
| Embed motivational, coaching, and skills development strategies to help students to progress and achieve |  | « |  | « |  | « |
| Evidence of undertaking professional development to maintain knowledge and skills and share through communities of practice |  | «  |   | « |   |  « |
| Evidence of keeping up to date with industry/subject specialism knowledge, skills and behaviours |  | « |  | « |  | « |
| **Other** |
| Engage with stakeholders including employers and the community to improve the learner journey |  | « |  | « |  | « |
| Use self-reflection and feedback from students, peers, colleagues and stakeholders to identify and act on areas for own improvement |  | « |  | « |  | « |
|  | **Essential** | **Desirable/ Advantageous if…** | **Assessment Method** |
|  | **Certificate** | **Application Documents** | **Reference** | **Selection Process** |
| Application of an organised approach to work, with effective time management | « |  |  | « | « | « |
| Demonstration of a friendly, approachable and supportive demeanour with students and colleagues, as well as when working with all external stakeholders | « |  |  | « | « | « |
| Showcase a collaborative way of working; able to work as a team as well as independently when necessary, in your role as a Programme Leader, Lecturer and member of the Sixth Form team | « |  |  | « | « | « |
| Suitable to work with children and young people (Certificate of criminal record check via DBS) | « |   | « | « | « | « |
| Acting within statutory frameworks which set out professional duties and responsibilities in FE and / or HE | « |   |   |  « |   |  |
| Keeping students safe and well, including working with experts in relation to safeguarding, Prevent, and welfare issues, and to uphold British Values | « |  |  | « |  | « |