Putting the education, training and aspirations of learners foremost

Job Description

Job title: Foundation Programmes Leader

Responsible to: College Principal

Date: September 2021

Purpose:

To provide leadership and management of the Foundation Programmes at Kite College and ensure they are appropriately and effectively monitored and delivered. You will be responsible for ensuring the delivery of the Foundation Programmes in accordance with the programmes' standards set for the learners' achievements.

Duties and responsibilities:

- Lead and manage the Foundation Programmes in accordance with the college policies and procedures.
- To meet high professional standards of teaching and learning to ensure all learners' knowledge, understanding and achievements are of the highest levels within the foundation study programme.
- To take lead in programme and curriculum development including organising, structuring, and mange learners' experiences on the programmes of learning.
- To lead and manage teams to maintain the high-quality provision within the curriculum area.
- Ensure effective delivery of the programmes in line with the College's Teaching, Learning and Assessment policy and procedures.
- Ensure high standards of learners' attainment and progress across all foundation programmes.
- Promote high expectations and provide a safe and secure learning environment for staff and learners in the college.
- Contribute to the curriculum and self-development.
- Contribute to the teaching of the Foundation Programme.
- Apply best values for money principles in using the College's resources.
- Ensure all learners receive a CEIAG programme inline with the College's policy and procedures.
- Work closely and in partnership with the Principal and other Senior staff to ensure the successful ongoing development of the College.
- To work in partnership with all schools and institutions affiliated with the College.
- To take responsibility for one's own professional development and keeping up to date in subject expertise and teaching skills.

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Specific duties:

- Manage and teach on a variety of learning programmes within the Foundation Programme from Entry Level to Level 2 to small groups of learners aged 16-25 with profound learning difficulties including ASD/ASC and SEMH.
- Provide professional leadership and take the lead in programme and curriculum development.
- Take responsibility of all schemes of work and curriculum materials for the Foundation Programme ensuring they are appropriate for the learners' needs.
- To monitor and plan effective lessons matching the design of lesson to the learners' abilities.
- Use learners' data to inform planning and progression.
- To have high expectations of learners based on sound knowledge of their prior and potential attainment.
- To take account of the need for progression in the learners' learning experience and be accountable for learner attainment.
- To ensure effective whole class, group or individual opportunities are available to learners.
- To set high standards of expectations of learners' behaviour through good classroom discipline focused teaching, and productive relationships.
- To set and assess any course/homework as an integral part of the learners' learning.
- To use opportunities to embed and reinforce literacy and numeracy skills within teaching.
- To use enterprising approaches to teaching and learning when appropriate.
- To effectively deliver the tutorial programme when required to do so.
- To contribute extra-curricular activities for learners wishing to experience other vocational programmes with the college and or other external FE providers.
- To give clear and constructive feedback to learners on how to move towards the next level or grade.
- To work as a team member, identifying opportunities for working with colleagues and sharing good practices.
- To set an example to learners in work ethic, conduct, dress code, punctuality, and attendance.
- To keep an accurate register of attendance and encourage excellent punctuality and attendance.
- To liaise with parents/carers as appropriate.
- To take a positive approach towards innovation in teaching methodology and subject development.
- To attend College Open Days, Events and Parent/Carer Evenings as directed by the College Principal.
- To keep all learners' records up-to-date and write reports and assessments as required.

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Person Specification – Foundation Programmes Leader

1	QUALIFICATIONS	
A	A Certificate in Education, or an appropriate Teaching Qualification or Assessor Awards	**E**
B	A Specialist Qualification in subject area across all levels	**E**

2	EXPERIENCE	
A	Evidence of successful teaching and industry experience within the appropriate context	**E**
B	Experience of assessing learners.	**E**

3	ABILITIES/SKILLS	
A	Teaching skills to work successfully with learners of varied ages, backgrounds and abilities including evidence of suitability to work with vulnerable children and young adults.	**E**
B	Ability to teach in the subject areas covered by the post.	**E**
C	Ability to use ICT/e-learning successfully to deliver a high-quality teaching and learning experience.	**D**
D	A current knowledge of the procedure and techniques in subject area	**E**
E	Working knowledge of Health and Safety legislation	**E**
F	Ability to motivate, encourage and support learners.	**E**
G	Ability to work without direct supervision and able to develop own skills.	**E**

4	KNOWLEDGE	
A	Sound knowledge of safeguarding and confidentiality in an educational setting	**E**
B	A good awareness of specific learning difficulties	**E**
C	Basic Skills – Math's & English Level 2 equivalent to GCSE grade C or above	**D**
D	Assessors Awards (or willingness to work towards)	**E**
E	Knowledge of GDPR protocols	**D**
F	An understanding of educational policies and procedures	**D**

	OTHER	
A	Commitment, loyalty to College's vision	**E**
B	Ambition and drive to support the College's development.	**E**
C	Self-motivated	**D**
D	Current driving licence	**D**

E – Essential - D - Desirable