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| **Job Title** | Programme Leader Early Years |
| **Reference** | JP1316 |
| **Salary** | £25,297 - £28.750 pro rata |
| **Location** | Broad Oak Centre, Accrington |
| **Hours** | 0.8 post |

**1. Purpose**

To lead in developing, delivering, monitoring and evaluating undergraduate programmes in Early Years and Childhood Studies. To work across a range of programmes in the Higher Education & Professional Development Divisions. To explore, deliver and meet the needs of employers and their staff in relation to training and development requirements within the sector.

**2. Main Duties and Responsibilities**

* Take responsibility for qualifications and work as part of a team as well as independently, striving to continuously improve the performance and learner experience.
* Liaise with relevant Higher Education Institutions and External Examiners ensuring timely responses to data requests and monitoring reports
* Produce programme reports as and when required for both internal and external purposes.
* Oversee the staffing and organisation of Early Years programmes in Higher Education.
* Ensure all public information is up to date and correct at all times, this includes all programme materials, VLE and website
* Identify areas for new programmes and assist in their development with a particular focus upon Early Years and Higher Level Apprenticeships
* Work across the whole of the Higher Education &Professional Development Divisions and other curriculum areas as and when required.
* Provide specialist advice to learners, employers and organisations regarding qualifications and delivery options
* Liaise regularly with employers on learner progress and provide information as required where appropriate
* Contribute to ensuring that relevant learner data is accurately collected and passed to the Programme Leaders, HE Office, MIS and exams where applicable
* Attend and contribute to moderation and team meetings on a regular basis
* Ensure adherence to both College, HEI and Awarding Bodies policies, quality requirements and codes of practice
* Maintain a highly motivated approach to continuous professional development, which will include attending and contributing to staff development days/events within college
* Responsibility for promoting and safeguarding the welfare of children, young people and vulnerable adults
* Undertake any other duties that may be reasonably required, commensurate with grade and scope of this post and agreed with the relevant line manager.

**3. Key Performance Indicators**

* FE Attendance 90% or above
* HE Attendance 88% or above
* Non-continuation (HE) 18% or less
* Meet deadlines
* Public Information current and valid
* Meet or exceed recruitment targets