**OLDHAM COUNCIL**

**JOB DESCRIPTION**

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| **Job Title:** | **Programme Leader (Post 3)** |

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| **Directorate:** | **Education, Skills & Early Years** | **Division/Section:** | Lifelong Learning service |
| **Grade:** | **JNC Prof Rate pts 19-22** | **JE Reference:** |  |

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| **Job Purpose** |
| To assist the Curriculum Manager to develop, deliver and monitor all aspects of ESOL across the Service.  To assist in the management and support of part-time teaching staff in the team. To deliver the contracted teaching hours to learners and to comply with the administrative tasks and quality assurance associated with the post. To take responsibility for identified budgets within the curriculum. |
| **Key Tasks** |

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| **General Responsibilities** |
| 1. To assist in the identification of new developments, initiatives and policies within the Service and promote the responsiveness and development of the Service |
| 1. To assist with data and financial monitoring procedures. |
| 1. To contribute to planning and reviewing the Self-Assessment Report and Quality Improvement Plan of the team in line with the Service Plan and Directorate and Corporate objectives. |
| 1. To assist in the management of the staff team and identification of staff development and training needs. |
| 1. To ensure the implementation of Service policies, prepare reports and represent the Service at meetings as required. |
| 1. To respond to contacts with local and regional organisations, members of the public, and attend meetings as required.   **Operational Responsibilities**   1. To contribute to the development of the curriculum areas to deliver a programme which is innovative, planned, evaluated and meets the needs of the Residents of Oldham. 2. To assist the Curriculum Manager in delivering a curriculum which is responsive to the government agendas. 3. To contribute to the management and supervision of a team of cross-curricular staff, within the curriculum specialism of ESOL programmes across the Service. 4. To contribute to the delivery of a Whole Organisation Approach to Skills for Life across the Service 5. To assist the Curriculum Manager in ensuring that there is an appropriate level of part-time tutors to cover classes within the curriculum areas across the Service and that in liaison with the Senior Manager / Curriculum Manager, a quality curriculum is delivered. 6. To contribute to the accurate projection and achievement of Greater Manchester Combined Authority (GMCA) targets and the generation of agreed income targets where appropriate. 7. To ensure that quality standards consistent with the requirements of Greater Manchester Combined Authority (GMCA), Ofsted and other relevant agencies are achieved, and that continuous improvement is maintained in liaison with the Curriculum Manager. 8. To undertake the internal standardisation and moderation within the curriculum area and liaise with external moderators and awarding bodies. 9. To contribute to regular self-assessment, quality improvement and observation of teaching, learning and assessment processes in line with service standards. 10. To undertake a teaching timetable of a minimum of 240 hours and a maximum of 480 hours (or pro-rata) per year. 11. To participate in the Appraisal Scheme and contribute to staff and curriculum development within the curriculum areas across the Service in liaison with the relevant Senior Manager / Curriculum Manager. 12. To develop and implement appropriate methods of recognising and recording learners progress and achievements. 13. To ensure compliance with Safe Learner policies and procedures, including safeguarding and health and safety. 14. To ensure that the principles of social inclusion and access are embedded within the curriculum areas in liaison with the relevant Senior Manager 15. To contribute to the development and implementation of learner support. 16. To contribute to the promotion, publicity and marketing of the Curriculum and the Service. 17. To provide appropriate advice and guidance to learners to ensure learner success rates. 18. To work with relevant partners to enhance learner opportunities and raise the profile of the Service. |

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| **Standard Duties:** |

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| 1. | To actively promote Equality, Diversity and Inclusion in the workplace and in service delivery. |
| 2. | To uphold and implement policies and procedures of the Council, including customer care, data protection, finance, ICT, safeguarding and health & safety policies. |
| 3. | To actively engage with the behaviours and values of the Council to promote and support the delivery of our Corporate plan. |
| 4. | To undertake continuous professional development and to be aware of new developments, legislation, initiatives, guidelines, policies and procedures as appropriate to the role. |
| 5. | Undertake any additional duties commensurate with the level of the post |

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| **Contacts:**  Members of the public  Users of the service  Schools and Children’s Centres  District / Neighbourhood Teams  Officers of the Education, Skills & Early Years Directorate and other directorates  Community Groups and organisations  Other public agencies locally and nationally |

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| Relationship To Other Posts in the Department: |

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| **Responsible to:** | Curriculum Manager |
| **Responsible for:** | Teaching staff |

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| **Special Conditions:**  Basic DBS required – there isn’t any regulated activity in this role |

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| **Values and Behaviours:** |
| By living our Values and Behaviours we will deliver the change we need to meet our Corporate ambitions for Oldham.  **Our Values:**  **Proud**  We take pride not only in what we deliver for the residents of Oldham but also in how we deliver it.  **Ambitious**  We recognise the challenges we face and are committed to setting high aspirations to overcome them, with determination and focus.  **Together**  We believe in shared solutions, working across sectors and with our communities to achieve common goals and deliver the quality services Oldham deserves. |
| We have **five Behaviours** which outline the priority areas of focus for staff at all levels:   * Work with a Resident Focus * Support Local Leaders * Committed to the Borough * Take Ownership and Drive Change * Deliver High Performance   More information about our Corporate Plan and our Values and Behaviours can be found on our Greater. Jobs pages together with information about the staff benefits we offer. |

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| PREPARED |  |  |  |
| REVIEWED | Jan 2011 | SMT | SMT |
| REVIEWED | May 2014 | SMT | SMT |
| REVIEWED | May 2015 | SMT | SMT |
| REVIEWED | July 2015 | SMT | SMT |
| REVIEWED | Jan 2019  Dec 2023 | CI  CI | Assistant Head of Service |

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|  | **DATE** | **NAME** | **POST TITLE** |
| **Prepared** | 19.2.08 | Mary Grainger | Skills for Life & Curriculum Co-ordinator |
| **Reviewed** | Jan 2011 | SMT | SMT |
| **Reviewed** | May 2014 | SMT | SMT |
| **Reviewed** | May 2015 | SMT | SMT |
| **Reviewed** | July 2015 | SMT | SMT |
| **Reviewed** | Jan 2019  Dec 2023  June 2025 | CI  CI  CI | Assistant Head of Service |

**OLDHAM COUNCIL**

**PERSON SPECIFICATION**

**Job Title: Programme Leader (Post 3) ESOL**

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|  | **Selection criteria**  **(Essential)** | **Selection criteria**  **(Desirable)** | **How Assessed** |
| Education & Qualifications | Relevant teaching qualification e.g. C & G 7307, Cert Ed, PGCE, B.Ed.  Qualified to level 4/5 in a relevant subject specialism area and or willing to achieve within 2 years. |  | AF / I |
| **Experience** | Teaching experience in a curriculum area relevant to the post.  **Experience of: -**   * Teaching at a variety of levels. * Working with learners from disadvantaged communities and learners with low or no qualifications and complex social needs and are unemployed * Developing and implementing assessment / accreditation procedures * Giving effective advice and guidance. * Curriculum development | **Experience of: -**  Project management and curriculum development and planning  Working with learners who are seeking employment | AF / I / P |
| **Skills & Abilities** | Responsive, flexible and proactive approach to contribute to innovative curriculum development  Recognised high quality teaching and learning evidenced by consistently high Observation of Teaching and Learning Assessment (OTLA) grades  Communication and interpersonal skills  Planning and organisational skills  ICT and digital skills.  Demonstration of a commitment to Continuing Professional Development (CPD).  **Ability to: -**   * Teach in the relevant curriculum * Lead, motivate, develop and organise staff in a cross curricular team * Monitor financial data * Develop and work in partnerships * Prepare assessment schedules and submissions for accreditation. * Prepare and present reports and other documents for specific audiences to a specific brief. * Provide appropriate advice and guidance to learners | Analytical and research skills  Ability to develop and produce curriculum plans | AF / I / P |
| **Knowledge** | **Knowledge of: -**   * Assessment / accreditation frameworks * National guidance and curriculum development * National issues in lifelong learning generally and in the ESOL curriculum area   **Familiarity with:-**   1. The Education Inspection Framework and upcoming changes to this 2. Issues and policies relating to equal opportunity, social inclusion, access and widening participation 3. Quality assurance procedures and the principles of continuous improvement 4. the Greater Manchester Combined Authority methodology, in particular for funding. | Knowledge of learner support and advice and guidance frameworks | AF / I / P |
| Work Circumstances | Prepared to work flexibly including evenings and weekends to meet the needs of the Service |  | AF / I |

*Abbreviations:* AF = Application Form; I = Interview; P = Presentation; T = Test

**NB. - Any candidate that meets the criteria of our Guaranteed Assessment Scheme and meets the essential criteria of the role, will be guaranteed the first stage of assessment (whether that is an interview or another assessment, as appropriate).**

**Our Guaranteed Assessment Scheme supports candidates with disabilities, have previously been in or currently in care, those that are carers, and those who have served in the Armed Forces as a regular, reserve or cadet.**