

**Programme Area Leader for Uniformed Protective Services**

**Job Description**

## Main Purpose of Job

To support the Head of School in leading Uniformed Protective Services across the school and wider college. To offer support in the delivery and co-ordination of the uniformed protective services qualifications across the college. To contribute to improving success rates, through close monitoring of attendance, retention and achievement.

**Leadership**

* To support the Head of School in leading the delivery of a high-quality curriculum
* To be a role model within the school and contribute to a positive team ethos
* To identify and respond to curriculum developments and requirements including national trends and initiatives
* To provide support, coaching and mentoring to other teaching staff
* To take a lead role in the development of Key Partnerships
* To provide curriculum support in the identification of suitable trips and visits
* To plan and co-ordinate an innovative Curriculum
* To liaise with internal departments & external stake holders in the organisation of Public Services Remembrance Events, Blue Light Services, NHS, Local Council & Voluntary Group Community Projects.

**Teaching and Learning**

* To develop and implement teaching and learning strategies which ensure students are successful and progress in their studies
* To promote student centred learning, ensuring all students have access to differentiated learning materials
* To promote stretch and challenge so all students reach their full potential.
* To identify and implement strategies to ensure that the student’s learning experience is of the highest standard
* To teach a number of hours as agreed with college management
* Track and monitor student performance
* To teach across all school provision levels

**Curriculum Management**

* To support the Head of School in implementing effective assessment and monitoring of progress, both classwork, homework, industry placement which will ensure the appropriate interventions are taken to support student achievement
* To work with the Head of School to ensure that all necessary quality assurance and improvement activities takes place across the teaching team which promotes continuous improvement and meets external assessment requirements
* To co-ordinate all course reviews and work with the Head of School to produce self-assessment reports
* To provide relevant, accurate and timely information on student progress and performance
* To monitor quality and diversity of the course materials and learning resources within the area
* To lead and be involved with the promotion of school courses and activities across the College and at external events, maintaining and forging links with relevant local partners
* Be an inspirational leader for the team, driving educational reform and curriculum changes
* Communicate effectively with management on all levels including supporting reform
* Act as a lead IV and moderator for the School of Uniformed Protective Services
* To actively participate in the completion of SAR’s/QIP documentation

**School of Uniformed Protective Services**

* To lead and be involved with the promotion of school courses and activities across the College and at external events, maintaining and forging links with relevant local partners
* To promote a range of stimulating enrichment and enhancement activities
* To promote participation in our COSE provision and network effectively with our key stake holders including fire/army cadets, NHS, public services, voluntary sector and Blue Light Services. Liaise with local schools taking a lead role to run public services activities.
* Deputise in absence of the Head of School
* Lead staff development themes

**Pastoral**

* To take an active role in the selection, induction and support of students
* To act as a personal tutor as required
* To promote and safeguard the welfare of all students
* To meet the individual needs of all students to ensure all have an equal chance of success whilst actively taking necessary steps to narrow the achievement gap of any groups of learners

**Personal Development**

* To undertake staff development when required.
* To attend/facilitate staff meetings as required and requested.
* To assist with timetabling, Personal Development Records.
* To arrange and attend external quality meetings with awarding bodies.



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**Person Specification**

**Qualifications**

* Relevant professional qualification
* Teaching qualification
* Evidence of continuing professional development
* TAQA L1-4 (Desirable)

**Knowledge/Experience**

* Significant and successful teaching experience in Public Services with a proven record of success
* Experience of effective team working and promoting effective relationships between staff and students
* Ability to develop supportive working relationships with key stakeholders
* Knowledge of curriculum and assessment issues
* Detailed understanding of curriculum developments and national initiatives in Sport
* Experience of quality assurance processes and procedures
* Knowledge of safeguarding issues
* Knowledge of equality and diversity issues
* Have experience of leading and teaching across L1-L3

**Skills/Attributes**

* Leadership and inter-personal skills
* Ability to manage and resolve a range of situations in the best interests of the students
* Ability to contribute to the whole College experience
* Effective communicator
* Flexible approach
* Logical approach to problem solving
* Excellent IT, information management and reporting skills

**Additional Requirements**

* Willingness to work flexible hours

**Post Information**

* Reports to Head of School
* PAL Scale
* The post holder will undertake all duties and responsibilities in compliance with regulatory, legislative and college procedural requirements.