

JOB DESCRIPTION

JOB TITLE	Programme Leader
DEPARTMENT/DIVISION	Furniture and Musical Instruments
LOCATION	West Dean College
RESPONSIBLE TO	Principal

MAIN PURPOSE OF THE JOB

Responsibility for the organisation, development and tuition of students attending the programmes of specialist study listed above and for the general supervision and care of the dedicated studios, workshops and equipment.

GENERAL DUTIES & RESPONSIBILITIES

- 1 Plan and manage all aspects of the specialist programmes and participate in their delivery.
- 2 Take responsibility for the structure and content of the programmes and in collaboration with the Head of Academic Affairs and Principal undertake their validation and review.
- 3 Ensure that the courses of study meet the regulations and requirements of the validating body (where appropriate).
- 4 Participate in the appointment and induction of part-time tutors and take responsibility for the supervision of their work.
- 5 Ensure the quality assurance of academic and professional standards within the programmes.
- 6 Liaise with the Principal and Head of Academic Affairs to discuss and agree any changes to the content of the programmes.
- 7 Undertake continuous professional development, engage in scholarly activity and research to help maintain currency in your teaching and other duties.
- 8 Maintain contacts with academic and professional experts in relevant fields.
- 9 Work with the Principal, Head of Academic Affairs and Head of Communications to agree appropriate activities to promote the programme of study in order to increase and sustain student numbers, and maintain effective relationships with relevant feeder colleges.

- 10 Assist in the selection of students through involvement in the interviewing process.
- 11 At the beginning of each block of study ensure that students know and understand what is expected of them within the individual units of study and in relationship to their content, method of delivery, dates and method of assessment.
- 12 Ensure that students are informed of the weekly schedules of study.
- 13 Co-ordinate and oversee assessment procedures and submit grades to the Academic Office in a timely manner.
- 14 Co-ordinate individual student's assessments and awards in consultation with associate tutors, part-time lecturers, programme advisors and external examiners.
- 15 Organise and provide tutorial support to students.
- 16 Ensure that appropriate action is taken where students' progress is unsatisfactory.
- 17 Liaise with the Student Warden to ensure that students receive an appropriate level of pastoral care and support.
- 18 Counsel individual students in professional matters and academic/practical matters within the specialist areas of study.
- 19 Liaise with the Head of Academic Affairs and Academic Office staff concerning all matters relating to administration and quality assurance.
- 20 Liaise with the Head of Workshops in respect of equipment and Health & Safety issues.
- 21 Liaise with the Head of House, Collections and Archives in respect of environment control systems within the House, including pest management.
- 22 Liaise with the Head of House, Collections and Archives regarding conservation cleaning practices within the House, participating in appropriate training for Housekeeping staff as required.
- 23 Work with the Head of House, Collections and Archives on condition reports and conservation treatments related to objects in the EJF Collection.

Budget & Finance

- 1 Liaise with the Principal and Head of Finance & ICT in the preparation of annual budgets.
- 2 Monitor monthly budgets and ensure that the budget is adhered to within the agreed limit.

General Administration

- 1 Attend College and Foundation meetings as required.

- 2 Represent West Dean College at selected external events and conferences.
- 3 Provide regular statistical and other reports to the Principal as requested.
- 4 Ensure that relevant Health & Safety legislation is adhered to within the specialist workshops.
- 5 Perform all other reasonable and College-related duties as may be required from time to time.

This job description is subject to regular review in consultation with the Programme Leader/Senior Lecturer.

PERSON SPECIFICATION

Level of education & training

- A Masters Degree qualification.
- A good national profile in practice and research.

Details of experience

- A background in a specialist field appropriate to one or more of the programmes.
- Teaching, administrative experience and leadership in higher education.

Particular skills, aptitudes and knowledge

- Excellent communication skills
- Very good interpersonal skills.
- Entrepreneurial and professional skills including working to strict deadlines.
- Competency in word processing, spreadsheets and PowerPoint
- Experience of preparing and managing a budget.