



**PROGRAMME LEADER (TEACHER)**

**HEALTH AND SOCIAL CARE**

exeter college 

# ABOUT EXETER COLLEGE

Exeter College is a thriving and growing tertiary College which places teaching, learning and student success as our top priority. We enjoy an excellent regional reputation. Our ambition is to be exceptional.

An Ofsted Inspection in 2022 has resulted in the College retaining the impressive accolade of Outstanding. Eight years since the last inspection, Ofsted again confirmed that Exeter College is an Outstanding College. The College also scored the top assessment of 'strong' for its approach to meeting the skills needs of the area. This makes Exeter College the first college in the country to achieve the highest judgement in both elements of Ofsted's new enhanced inspections.

We have high expectations of our students and staff and each year their combined efforts result in excellent exam grades, outstanding training successes and brilliant music, art, sports and community achievements. We welcome students of all ages and abilities and our tutorial and learner support programmes are designed to meet their needs; challenging them to reach their full potential.









# ABOUT THE FACULTY OF HEALTH AND SOCIAL CARE

Our ambition is to shape our learner's futures, the health and social care professionals of tomorrow, through exceptional education and training and a sprinkle of Exeter College magic.

Our fantastic £20 million Hele Building is home to our amazing Health and Care Faculty and team, which has pride of place and is at the heart of our city centre campus.

Our vibrant classrooms and simulation suites are well-resourced with specialist industry equipment including a hospital ward with responsive mannequins, a maternity room with a birthing pool, a dental suite with a training manikin and a nursery room complete with interactive babies. These spaces and equipment not only enrich our teaching and learning but brings learning to life.

We also have exceptional relationships with employers with whom we work collaboratively on our curriculum ensuring the very best learning experiences for our learners including preparation for their next steps.

## Staff Stories

Our staff work together to shape the future of the next generation of health and social workers. See what some of our fantastic team had to say about working at Exeter College:

- “Working in a faculty that shapes future health care professionals, childcare professionals and public service professionals makes it special - we work in a way that is constantly mindful of the fact one day these young people will be making a difference to people's lives”. – **Grace – Programme Leader.**
- “Working with learners who engage with the wrap around support, such as the UCAS fair, get a buzz from seeing learners enthuse and be excited about their next steps and what opportunities await them in health and social care”. – **Lynda – Deputy Head of Faculty.**
- “I genuinely wake up in the morning and am excited to come to work not only to work with fantastic students who make outstanding progress and achievements on a daily basis ranging from having very little experience to former students coming in as guest speakers”. – **Tom – Programme Leader.**
- “The diversity of experience of the staff in the faculty makes it a positive environment to be working in, constantly learning from one another, gaining more confidence from one

another, and giving each other the support that is needed to do our jobs well”. – **Grace – Programme Leader.**

### Student Experience

Our students are at the heart of what we do. See what some of our Health and Social Care students have to say about studying at Exeter College:

- “I have found the course so interesting and enjoyable. The placement has offered us a new perspective on what we learn at College and helped us put our skills into practice. In the future I hope to go to university to study Midwifery.” – **Meg, Health T Level (with a work placement with the Devon Partnership NHS Trust).**



- “I’ve really enjoyed my placement week, and it’s made me want to be a nurse even more than I already did, which I didn’t think was possible!” - **Ebony – T Level Student at Exeter College.**



# JOB DESCRIPTION

## ROLE OVERVIEW

JOB TITLE: Programme Leader – Health & Social Care

Grade: Programme Leader

Contact Hours: Annual maximum: 864 hours, weekly maximum 26

Faculty: Maths & Science Responsible to: Head of Faculty

**Potential for a golden hello payment of up to £5,000 for exceptional candidates**

## KEY ROLE OBJECTIVES

Provide an outstanding student experience through teaching, learning and assessment, enabling students to maximise their potential. Lead aspects of learning and pro-actively engage in quality assurance and provide pastoral support.

1. Provide teaching, learning and assessment.
2. Act as Tutor to groups of students.
3. Lead/co-ordinate learning

## 1. TEACHING, LEARNING & ASSESSMENT

- 1.1 Participate in the interviewing, enrolment and induction of students.
- 1.2 Provide teaching and learning whether in the classroom or a workshop.
- 1.3 Prepare schemes of work, lesson and assessment plans.
- 1.4 Provide ongoing assessment and feedback to students by setting and marking work both relevant and appropriate with the course.
- 1.5 Provide appropriate academic and/or vocational support to individual students, referring them, where appropriate, to other agencies.
- 1.6 Contribute to the wider enrichment of students.
- 1.7 Contribute to the maintenance of an effective, efficient and professional learning environment.
- 1.8 Ensure resource material and teaching reflect best practice, contributing to the quality of provision as measured by retention, attendance, success rates, grades and value added.
- 1.9 Participate in appropriate quality assurance procedures.
- 1.10 Prepare learners for a range of accreditation and assessments.
- 1.11 Maintain accurate and detailed student records, including setting targets, grades, monitoring and reviewing progress and contributing to reports and references.
- 1.12 Set and monitor Personal Targets and eLPs according to Faculty and College Policy.
- 1.13 Participate in parents' evenings, open evenings, recruitment, trade events, conferences and other marketing events.

## **2. TUTOR**

- 2.1 Provide time-tabled and funded, academic, vocational and pastoral support to students.
- 2.2 Provide teaching, learning and tutoring on both a group and one to one basis.
- 2.3 Maintain links with employers, parents, examination boards and take responsibility for the day-to-day needs of the students, including parents evenings and guidance evenings.

## **3. PROGRAMME LEADERSHIP**

- 3.1 Provide inspirational leadership of learning within a subject/programme area.
- 3.2 Contribute in part to the leadership of a programme area within the curriculum offer.
- 3.3 Contribute to the formation and monitoring of programmes of study and to write elements of the curriculum rationale.
- 3.4 Link with, inform and support Associate Lecturers within the programme area.
- 3.5 Contribute proactively to the quality assurance and the quality improvement of the programme, area and faculty self-assessment.
- 3.6 Contribute to the development of the subject/programme area, faculty and the College's strategic direction.

## **MANDATORY DUTIES**

- 1. Responsibility for safeguarding and promoting the welfare of children and vulnerable adults in college.
- 2. Commitment to equal opportunities.
- 3. Commitment to British Values and the Prevent Agenda.

## **ADDITIONAL DUTIES**

To undertake such additional duties as may be reasonably required commensurate with the level of responsibility within the College at the initial place of work or any other of the College's sites within the Exeter area.

To promote and conduct your professional duties and responsibilities within the parameters of the colleges agreed values and aims.

This job description is current at the review date. In consultation with the post holder, it is liable to variation by the College to reflect actual, contemplated or proposed changes in or to the job.

# WHY WORK FOR EXETER COLLEGE?

Exeter College is an Ofsted Outstanding, multi award-winning education provider in Devon, but our vision to be an exceptional college is only made possible with the determination and enthusiasm of our staff. We offer a wide range of fulfilling roles across multiple sites, all with the opportunity for further training and development. We acknowledge our employees' involvement in shaping futures and making a difference by offering amazing benefits and the opportunity to progress and grow in one of the most successful colleges in the South West.

Exeter College ranked 65th in the 2022 Best Companies League Tables as one of the UK's Best Large Companies to work for, the third year in a row we have featured in the top 100. A Disability Confident employer, we aim to provide an environment where all staff can thrive because they feel valued, engaged and challenged.

When you work for Exeter College, you can **Shape The Future**. Click [here](#) or scan the QR code below to watch our Careers video.





# OUR BENEFITS

We depend on exceptional people to sustain our outstanding performance and reward staff for their hard work. We provide an array of progressive benefits to encourage a healthy work-life balance, including:

## PENSION



We offer two defined benefits pension schemes, one for teachers and one for support staff

## GENEROUS ANNUAL LEAVE



Generous Annual Leave entitlement as well as a two-week Christmas shutdown

## ONSITE GYM



We have an onsite gym, Central Fitness, and a variety of classes including spinning, yoga and Pilates, which is affordable and discounted for staff

## STAFF DEVELOPMENT



Staff Development including away days for employees – more info below

## CYCLE TO WORK SCHEME



We offer a cycle scheme that saves you 26-40% on a bike and accessories. You pay nothing upfront and can spread the cost of new equipment over a year

## ONSITE RESTAURANT



Our @34 restaurant offers a range of eat-in and takeaway options at very reasonable prices with staff discount

## NURSERY



Owlets Nursery is part of the Exeter College Group, providing high quality childcare at a short walk from the College

## DISCOUNTS



Get discounts on over 1200 retailers with our Sodexo platform, plus the ability to get an NUS Card

## FREE EYE TESTS



Staff can receive a voucher every 2 years which will pay for the basic eye test

## ONSITE SPA



Our H2B spa and salon offers a wonderful pampering experience at discounted rates

# OUR VALUES

Our College Values are embedded in everything we do, from the way we plan our lessons to the way we behave.

## **AMBITION**

- We are challenged and encouraged to push boundaries to enable us to realise our ambitions
- We are brave and take decisions that transform lives and foster achievement for all
- We are agile, future-focused and embrace digital technology and learning
- We believe in impact; we are passionate about our community and environment and continue to make big changes to play our part in creating a sustainable city and college

## **COLLABORATION**

- We collaborate with others to ensure we grow, thrive and initiate brilliance
- We are bold and innovative; we listen to and learn from others in pursuit of the exceptional
- We care about place; we collaborate with others to ensure success for our community that has national impact
- We believe that we are stronger together and actively seek out partnerships that make a difference and help us enrich our college

## **ENERGY**

- Our expertise, passion and actions energise and enthuse those around us
- We care and support our people and our community. We believe that we excel when we are empowered, engaged and enjoy our time at college
- We are curious; we focus on solutions, not problems
- We are proud of our achievements and actively seek out opportunities to celebrate these and set ourselves our next challenge

Discover more about our values in this video [here](#),  
or by scanning the QR code.









# OFSTED OUTSTANDING

Exeter College is a proud Ofsted Outstanding education provider. In 2022, we had a full inspection and retained our impressive Outstanding rating.

The College also scored the top assessment of 'strong' for its approach to meeting the skills needs of the area. This makes Exeter College the first college in the country to achieve the highest judgement in both elements of Ofsted's new enhanced inspections.

The 21-strong Ofsted inspection team visited every College site and reviewed every facet of the College offer from 29 November to 2 December 2022.

When you join Exeter College, you'll be part of an Outstanding college, from top to bottom.



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