

## **ROLE DESCRIPTION**

### **1. JOB TITLE: Programme Manager**

### **2. CONTEXT**

HE Programme Managers work within the relevant School and are responsible for the day-to-day management of University validated programmes. This role is a requirement of the University of Hertfordshire. Programme managers co-ordinate all activities at the College for the programme they are responsible for, including curriculum delivery and assessment, recruitment activities and all aspects of the student learning experience.

### **3. MANAGEMENT ACCOUNTABILITY**

**Responsible to:** Head of School for main teaching role

### **4. MAIN PURPOSE OF JOB**

This job role is primarily a teaching role with added responsibility for HE programme management. The programme management aspect of the role will involve course leadership for a University validated higher education programme, managing the relationship with the University at course level and taking responsibility for the student learning experience.

### **5. DUTIES AND RESPONSIBILITIES**

#### **5.1 Programme Management**

- To be the main academic point of contact at the College for the programme and in particular work closely with the University programme administrator and link tutor
- To work with Marketing and the HE Development Coordinator / HE Administrator to support all recruitment activities to meet agreed recruitment targets
- To coordinate and support all student activities, for example induction, registration, progression events at the University, student representative meetings, student conferences etc.
- To support the programme team at the College and work closely with the College's nominated programme administrator
- Supported by the Head of School monitor all KPIs, for example attendance, retention, progression and achievement, and take appropriate corrective action as required
- To ensure effective tutorial support is in place for all cohorts that monitors and supports student attainment and progression
- To be responsible for the student learning experience, ensuring students' views are gathered and responded to, and that students receive up-to-date and accurate academic advice
- To attend all Programme Committees (normally three per year) and Programme Managers' meetings
- To write the Annual Monitoring and Evaluation Report (AMER) by the specified deadline

- To attend staff development activities at the University and College and cascade to teaching teams as appropriate
- To undertake curriculum development activities as required

## **5.2 Pastoral Care**

- To be responsible for the overall pastoral care of students and, in particular, to liaise with appropriate staff at the College concerning the pastoral care of students (accommodation, finance, etc)
- To liaise with relevant college staff concerning any additional needs students may require, and ensure the link tutor is kept informed

## **5.3 Assessment**

- To ensure that internal college moderation of coursework and exam scripts is carried out prior to the cross-college moderation meetings, attend all relevant cross-college moderation meetings and to arrange for appropriate college staff also attend
- To collate coursework and exam marks and ensure these are received by the University programme administrator by the specified deadlines
- To attend all Module and Programme Exam Boards and ensure accuracy of the grades presented

## **5.4 Teaching**

- Teach on programmes and manage learning and assessment activities, undertaking the full range of duties of a lecturer.
- Supervise students in all contexts on College premises and elsewhere when on College activities.

## **5.5 General and College Responsibilities**

- In liaison with the Director of Higher Education, represent the interests of the College with employers, the University of Hertfordshire and other external stakeholders.
- Work in partnership with colleagues across the College to ensure efficient and effective learning programmes and maintain a high quality of student experience.
- All employees have a general duty in law to take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or missions.
- Understand and be committed to the College's Health and Safety Policy statement and the College's safety priorities and be aware of his/her contribution to such priorities.
- Be aware of and comply with the health and safety legislation and other College requirements that are relevant to his/her post.
- Demonstrate commitment and enthusiasm to promote the principle of equality and diversity in employment and service delivery.

- Be familiar with and promote the Equality and Diversity Policy
- Be familiar with Child Protection requirements as outlined in the Child Protection Policy and comply with its requirements to safeguard and protect the welfare of children and vulnerable

**NOTE: Please be aware that the duties and responsibilities outlined above are not exhaustive and may be varied from time to time after consultation with the jobholder. They do not form part of the jobholder's contract of employment.**