

Assistant Programme Manager – International Foundation Year

Full time (37.5 hrs per week) permanent role.

Job advert

Context

INTO is an organisation working in partnership with leading UK and US universities and investing in the development of world-class student study centres. It specialises in preparing international students for undergraduate and postgraduate study with both academic and English language support. The courses at our Centres, upon successful completion, guarantee progression to leading UK and US undergraduate and postgraduate courses as well as stand-alone English language courses. INTO Manchester is a wholly owned INTO University Partnerships venture.

INTO Manchester are looking for a full-time, permanent Assistant Programme Manager to support the teaching management team for the International Foundation Programme from 1st June 2022.

Requirements

We require a well-qualified and enthusiastic person to support the leadership and development of the programme and the teaching team. The successful candidate should have an excellent record of teaching, leadership and communication skills and an ability to support the management of the delivery of quality provision within agreed resources.

The International Foundation Year for international students is validated by NCUK – the University Consortium. The purpose of the programme is to provide students with a sound foundation in the basic knowledge and skills they will require for undergraduate study at a UK university.

Appropriate DBS will be required prior to confirmation of appointment;
Eligibility to live and work in UK.

Salary

Salary Banding E 38,124.00 - 51,581.00 GBP Annual

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Application Process

If you feel you have the necessary skills, experience and interest for this post, please complete an INTO Manchester Application Form which can be found at the bottom of the advert in the **INTO Manchester** section of www.intoglobal.com/working-at-into/ and email your completed form to our HR department at: hrmanchester@intoglobal.com.

Safeguarding

As part of our Safeguarding procedures, applicants are asked to note that:

- References will be followed up;
- All gaps in employment history must be explained satisfactorily;
- Proof of identity and (where applicable) qualifications will be required;
- Reference requests will ask specifically whether there is any reason that candidates should not be engaged in situations where they have responsibility for, or substantial access to, persons under 18;
- Appropriate suitability checks will be required prior to confirmation of appointment.

This role meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974. All applicants who are offered employment will be subject to a Disclosure and Barring Serviced check before the appointment is confirmed. This will include details of cautions, reprimands or final warnings as well as convictions.

For further details, to access our [INTO Candidate Privacy Notice](#) and a full job description see www.intoglobal.com/working-at-into/

INTO is an equal opportunities employer.

INTO is committed to safeguarding and promoting the welfare of young people, and child protection screening will apply.

www.intoglobal.com

INTO Giving is the charitable arm of INTO University Partnerships and is committed to increasing access to education and improving the quality of education for disadvantaged young people around the world. INTO employees are encouraged to take an active role in INTO Giving.

To find out more please visit www.into-giving.com.

Assistant Programme Manager – International Foundation Year

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Job description

14 April 2022

Context

INTO is an organisation working in partnership with leading UK and US universities and investing in the development of world-class student study centres. It specialises in preparing international students for undergraduate and postgraduate study with both academic and English language support. The courses at our Centres, upon successful completion, guarantee progression to leading UK and US undergraduate and postgraduate courses as well as stand-alone English language courses. INTO Manchester is a wholly owned INTO University Partnerships venture.

Reporting line

The Assistant Programme Manager will report to one of the International Foundation Year Programme Managers.

Job dimensions

To work as a key member of the International Foundation Programme Management team and the wider INTO Manchester management team to oversee the delivery of first class academic and pastoral provision for all International Foundation Year students with a view to securing the very best possible progression outcomes.

Key accountabilities and duties

Academic, Teaching and Resource

- In line with the centre's commercial imperatives and the corresponding programme objectives, assist with managing in the most efficient and effective way the allocation of students and teaching resource.
- Assist with and lead aspects of the external exam board process, ensuring quality and standards remain high priority.
- Be responsible for overseeing the production of required assessments to the appropriate standard, as well as the production of exam and invigilation scheduling
- Assist with ensuring that marking and collation of marks are completed against agreed deadlines in the most effective and efficient way and to the required quality standards
- Assist with maintaining the highest levels of quality assurance to ensure that standards and achievements are continually monitored for potential enhancements

- Supervise the provision of cover for absent colleagues in areas of the curriculum for which you have responsibility
- Convene, chair and contribute to appropriate meetings, as directed
- Teach for up to 15 hours per week as required (we are particularly keen to recruit managers with expertise in Business Studies, Economics, Global Studies and/or Maths for Business).
- Assist with carrying out effective programme and module evaluation, including through obtaining high quality feedback from students, teaching staff.
- Assist with the production of accurate and helpful student progress reports for key stakeholders.
- Be involved in the student disciplinary procedures in liaison with the Programme Manager and Programme Director

People Management

- Work with the Programme Manager to inspire and motivate staff to deliver high quality performance in all areas.
- Lead on the coordination between subjects, as directed, to ensure the delivery of all aspects of our provision in line with the academic calendar.
- Assist the Programme Managers with the line management of teaching staff
- Assist with the induction, development and performance management of teaching staff.
- Assist the programme managers with the provision of on-going support and guidance for staff regarding programme priorities, curriculum, materials and methodology.

Student Experience

- Provide support for students regarding pastoral care, academic guidance and student discipline to enable students to be able to make the most informed choices.
- Ensure that, as far as is possible, students are adequately prepared to pursue their chosen career or university course.
- Assist with implementing existing student feedback systems to inform review processes.
- Work collaboratively with teachers to ensure that processes and systems to track, record and report on students' progress and attendance are delivered effectively.
- Contribute to the overall management of student expectations to achieve the highest possible student satisfaction.

Other

- Be responsible for own professional development with regards to developments in teaching and apply those appropriately to the Centre.
- **Your job title does not define or limit your duties and you may be required to carry out other work within your abilities from time to time at our request.**
- **We reserve the right to introduce changes in line with technological developments which may impact upon your job duties or methods of working.**
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Location

INTO Manchester Centre, Manchester UK (based on site)

Salary

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See next page for person specification.

Person specification

	Essential	Desirable
Legal Status	<ul style="list-style-type: none"> • Appropriate DBS disclosure will be required prior to confirmation of appointment. • Eligibility to work in and travel freely to and from the UK, i.e. valid UK or EC passport. 	
Education/Qualifications	<ul style="list-style-type: none"> • Undergraduate degree or equivalent • Teaching qualification e.g. PGCE 	<ul style="list-style-type: none"> • Postgraduate qualification in relevant subject area.
Skills/experience: Academic, Teaching and Resource	<ul style="list-style-type: none"> • Substantial teaching experience across a range of levels, including pre-university experience. • A record of success in teaching across a range of levels up to pre-university. • Ability to balance the need to deliver quality programmes within the agreed budget. 	
Skills/experience: People Management	<ul style="list-style-type: none"> • Ability to demonstrate good leadership and interpersonal skills • Ability to communicate and influence others at all levels and ensure the message is clearly understood. • Effective stakeholder management with peers, senior managers, University stakeholders, parents and students from a range of linguistic, ethnic and cultural backgrounds. 	
Skills/experience: Student Experience	<ul style="list-style-type: none"> • Ability to maintain systems to monitor and respond to student feedback • Experience of delivering quality guidance and pastoral support to students on academic progress • Experience of working within a team to track and report effectively on students' academic performance • Experience of working within a culture of continuous improvement. 	
Skills/experience: Other	<ul style="list-style-type: none"> • Excellent communication skills, oral and written. • Good IT skills and competence in production and analysis of data. • Ability to maintain systems and processes that are effective and efficient 	<ul style="list-style-type: none"> • Experience of managing change

	<p>and produce quality, timely management information.</p> <ul style="list-style-type: none"> • An understanding of UK higher education and the needs and requirements of international students. • Committed and responsible for promoting and safeguarding the welfare of children and young adults. 	
<p>Skills/experience: Personal Attributes</p>	<ul style="list-style-type: none"> • Good planning and organisational skills and the ability to work under pressure. • Excited by and responsive to the challenge of working with international students. • Able to use own initiative and work collaboratively. • Able to think and plan ahead and contribute to the Centre’s operational strategy. • Value-driven and results-focused with a sense of personal responsibility. • Works to the highest of standards. • Sound judgement, analysis and decision-making skills. • Creative, passionate, quick thinking, driven by energy and enthusiasm – coupled with personal warmth and approachability • Good analytical and decision-making skills 	

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