

Job description

Programme Manager

Context

INTO is an organisation working in partnership with leading British Universities and investing in the development of world-class international student centres. It specialises in preparing students for undergraduate and postgraduate study in the UK. Our Centres deliver guaranteed progression onto leading British undergraduate and postgraduate courses. Each INTO Centre is managed by a joint venture management board in which INTO and the partner university are equal shareholders.

Reporting line

The Programme Manager reports to the Academic Director.

Job purpose

To work with the Senior Management Team to provide first class academic and pastoral provision for all students within the parameters of the agreed educational, commercial and recruitment targets.

Key accountabilities and duties

- Take overall responsibility for the academic and administrative management of the relevant higher education programmes both online and face to face.
- To contribute to the Centre's teaching resource, providing role model behaviour in relation to the quality and standards of work.
- Plan and implement student academic improvement measures – review transcripts, progress reports and monitor students' academic improvement plans.
- Collate summative assessment grades and participate in exam boards.
- To manage the allocation of students and teaching resource to ensure quality provision with an understanding of the commercial imperatives and financial targets.
- To oversee the design and delivery of academic programmes and relevant modules, ensuring the tasks, quality and deadlines are met for each programme/module.
- Maintain good relationships with stakeholders, including JV partners, acting as a positive ambassador for INTO University of Stirling.
- Monitor student attainment and performance within subject areas.
- Liaise with the Academic Director to ensure necessary texts and teaching materials, software and licenses are procured, catalogued and securely maintained.
- Responsible for the induction, development and performance management of teaching staff.

- Communicate and implement key policies and decisions to direct report staff.
- Conduct class observation and provide feedback.
- Assist with internal and external quality assurance processes and programme validation. Take responsibility for ensuring appropriate action is taken.
- Assist with carrying out effective programme and module evaluation (e.g. feedback from students, teaching staff).
- Provide leadership and role model behaviour on the pastoral care of students (including delivering verbal and written warnings, and running student induction sessions).
- Complete all necessary administration duties as needed, such as writing student reports.
- Ensure that the learning and teaching continues to meet students' needs and contribute to curriculum development as necessary.
- Contribute to the development of the marketing and brand strategy.
- **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.**

Location

INTO University of Stirling

Salary

Band E: £37,014 - £50,079

Safeguarding

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

- references will be followed up;
- all gaps in CVs must be explained satisfactorily;
- proof of identity and (where applicable) copies of qualifications will be required;
- reference requests will ask specifically whether there is any reason that they 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 Service check before the appointment is confirmed. This will include details of cautions, reprimands or final warnings as well as convictions.

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

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.

See next page for Person specification

Person Specification

	Essential	Desirable
Legal Status	<ul style="list-style-type: none"> • Appropriate Disclosure Scotland PVG check will be required prior to confirmation of appointment. • Eligibility to work in and travel freely to and from the UK. 	
Educational Qualifications	<ul style="list-style-type: none"> • Masters degree in relevant discipline. 	<ul style="list-style-type: none"> • Teaching qualification, e.g. PGCE <input type="checkbox"/> PhD holder. <input type="checkbox"/> Management qualification <input type="checkbox"/> Membership of an appropriate professional body
Leading, learning and organisational development skills/knowledge	<ul style="list-style-type: none"> <input type="checkbox"/> Experience of working within UK higher education and the needs and requirements of international students. <input type="checkbox"/> Experience of line managing teaching staff. <ul style="list-style-type: none"> • Experience of programme and module design and evaluation to ensure programmes are run in an effective and efficient manner. • Experience of VLE use and design. • Experience of the development and validation of academic programmes, assessment and quality assurance procedures. • Good analytical and decision-making skills. • Ability to maximise the efficiency of resources available within the agreed constraints. • Demonstrate ability to manage and motivate effective teams in a fast-changing environment. • Ability to demonstrate good leadership and interpersonal skills. • Ability to motivate and manage staff, to secure prompt and effective action plans and create a 'can-do' culture. 	<ul style="list-style-type: none"> <input type="checkbox"/> Teaching or management experience at a range of different levels, i.e., undergraduate and postgraduate. <input type="checkbox"/> Experience of delivering teaching in core skills and study skills. <input type="checkbox"/> Experience of managing the transition of international students to UK HE. <input type="checkbox"/> Experience of managing online delivery of learning and teaching. <input type="checkbox"/> Experience of managing budgets

<p>Personal skills</p>	<ul style="list-style-type: none"> • Ability to prioritise, meet deadlines, and work under pressure. • Excited by and responsive to the challenge of working with international students • Ability to communicate and influence others at all levels and ensure the message is clearly understood. • Ability to think and plan ahead and contribute to the Centre's operational strategy. • Energy, drive and ambition. • Ability to maintain systems to monitor and respond to student feedback • Experience of guiding and offering pastoral support to students on academic progress. • Experience of working within a team to track and report effectively on students' academic performance. • Excellent command of written and spoken English. • Competent IT and analytical skills. • Proven planning and organisational skills. • Effective stakeholder management with peers, senior managers, University stakeholders, parents and students from a range of linguistic, ethnic and cultural backgrounds. • Ability to put in place systems and processes that are effective and efficient and produce quality, timely management information. • Committed to and responsible for promoting and safeguarding the welfare of young adults 	<p><input type="checkbox"/> Understanding of legal and operational matters that relate to the running of a Centre. Demonstrate the ability to manage change.</p>
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