

Request

Sent: 10 December 2025 19:32

To: RNN FOI <foi@rnnngroup.co.uk>

Subject: Freedom of Information Request – Pay Scales and Job Descriptions

Dear FOI Officer at RNN Group,

I hope you are well.

Please treat this as a request for information under the Freedom of Information Act 2000.

I would like to request the following information:

1. Pay Scales

Please provide the current pay scales, salary bands, or pay frameworks used by the college for:

- teaching staff (including lecturers, teachers, academic instructors, course leaders, etc.)
- support staff
- management and senior leadership roles

For clarity, this request relates to **generic pay scales/bands** used for roles or grades, not to the salaries of identifiable individuals.

2. Job Descriptions

Please provide the current job descriptions for all teaching roles, including but not limited to:

- Lecturer
- Teacher
- Tutor
- Instructor
- Course Leader / Programme Leader
- Any other job titles used for teaching or academic delivery roles

If any of the above are grouped under wider categories (e.g., "Lecturer A/B/C"), please provide all variants.

If possible, please supply the information in electronic format (PDF, Word, or similar).

If any part of this request is unclear or likely to exceed the cost limit, please provide advice and assistance under Section 16 of the Act to help refine it.

Our Ref: FOIA269

Your Ref: N/A

Date: 17th December 2025

Dear [REDACTED]

FREEDOM OF INFORMATION REQUEST (FOI): “Pay Scales and Job Descriptions”

Thank you for your request for information, which we received on 10th December 2025. We have handled your request under the Freedom of Information Act 2000 (FOIA).

Any correspondence regarding this should be addressed to FOI@rnngroup.ac.uk

Please note that we will be providing a response on behalf of the RNN Group as a whole, rather than any individual college or organisation within the Group.

The RNN Group main centres of operations are located at the following sites:

Site Name	Address
Rotherham College	Eastwood Lane, Rotherham. S65 1EG
North Nottinghamshire College	Carlton Road, Worksop. S81 7HP
Dinnington Campus	SITE NO LONGER IN OPERATION*
Dearne Valley College	Wath upon Dearne, Swinton. S63 7EW
University Centre Rotherham	Doncaster Gate, Rotherham. S65 1DJ
RNN Training	Carlton Road, Worksop. S81 7HP
Idle Valley Rural Centre	North Road, Retford. DN22 8SG
Construction Centre Rotherham	Rawmarsh Road, Rotherham. S60 1RU
Skills Centre Shireoaks	SITE NO LONGER IN OPERATION*
National Fluid Power Centre	Carlton Road, Worksop. S81 7HP
Create Skills Ltd	SUBSIDIARY COMPANY CEASED TRADING*
Charnwood Training	SUBSIDIARY COMPANY CEASED TRADING*
Aston Recruitment & Training	NO LONGER OWNED BY THE RNN GROUP*
Rotherham Education Services	Eastwood Lane, Rotherham. S65 1EG
Retford Post 16 Centre	Old Hall Drive, Retford. DN22 7EA
Nottinghamshire Children & Family Partnership	PARTNERSHIP HAS CEASED*

*Data from these sites have been re-located to other centres within the RNN Group, and if applicable, have formed part of the search for the information requested.



Attached is the information you requested.

Please note, whilst you have exercised your right to information under FOI, the RNN Group may not release some data it has on record. For example, if it contains personal details of individuals or if other exemptions apply, as detailed within the FOI legislation. See the Information Commissioners Office (ICO) website for further details as to what this means to you and the request you have made:

<https://ico.org.uk/for-the-public/official-information/what-to-expect-after-making-an-information-request/>

In keeping with the spirit and effect of the FOIA, and in keeping with the RNN Group's transparency agenda, all information is assumed to be releasable to the public unless exempt. Therefore, the information released to you may now be published on the Group's website at www.rnngroup.co.uk/IG together with any related information that will provide a key to its wider context. Please note that this will not include your personal data.

Attached is Appendix A, giving contact details should you be unhappy with the service you have received from the RNN Group in regards to this FOI request.

If you have any queries about this letter then please do not hesitate to contact us.

Yours sincerely

The RNN Group Information Governance and Assurance Team

Encs.

Appendix A

If you are unhappy with the service you have received in relation to your request, you may make a complaint or appeal against our decision under chapter 36, part 1, section 17 (7) of the Freedom of Information Act or under chapter 12, part 6, section 165 of the Data Protection Act (Article 57(1)(f) and (2) and 77 of the General Data Protection Regulations), within 40 working days of the date of this letter.

A copy of our complaints process can be found on the RNN Group website by following the link below and selecting the Feedback and Complaints section:
<https://www.rnngroup.co.uk/IG>

If you are not content with the outcome of the internal review of your complaint, the DPA gives you the right to apply directly to the Information Commissioner for a decision.

Please note that generally the Information Commissioner cannot make a decision unless you have first exhausted the RNN Group's own complaints procedure.

The Information Commissioner can be contacted at:
Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Confirmed Scalepoint Salaries for December 2025

NATIONAL LIVING/MINIMUM WAGE

Description	Scalepoint Name	NEW SCALEPOINT	New Hourly Rate
National Minimum Wage 2024+	Under 18 yo	15107.25	£7.85
National Minimum Wage 2024+	Apprentice	15107.25	£7.85
National Minimum Wage 2024+	TA Apprentice	15107.25	£7.85
National Minimum Wage 2024+	18-20 yo	20009.60	£10.40
National Minimum Wage 2024+	21+ yo	24431.72	£12.70
National Living Wage	NLW	24431.72	£12.70

RNN GROUP / EX-ROTHERHAM COLLEGE

Description	Scalepoint Name	NEW SCALEPOINT	New Hourly Rate
RNN/Rotherham Harmonised	RCAT - 16	24930	£12.96
RNN/Rotherham Harmonised	RCAT - 17	25456	£13.23
RNN/Rotherham Harmonised	RCAT - 18	26094	£13.56
RNN/Rotherham Harmonised	RCAT - 19	26745	£13.90
RNN/Rotherham Harmonised	RCAT - 20	27330	£14.20
RNN/Rotherham Harmonised	RCAT - 21	28019	£14.56
RNN/Rotherham Harmonised	RCAT - 22	28732	£14.93
RNN/Rotherham Harmonised	RCAT - 23	29455	£15.31
RNN/Rotherham Harmonised	RCAT - 24	30115	£15.65
RNN/Rotherham Harmonised	RCAT - 25	30683	£15.95
RNN/Rotherham Harmonised	RCAT - 26	31580	£16.41
RNN/Rotherham Harmonised	RCAT - 27	32515	£16.90
RNN/Rotherham Harmonised	RCAT - 28	33487	£17.40
RNN/Rotherham Harmonised	RCAT - 29	34490	£17.93
RNN/Rotherham Harmonised	RCAT - 30	35525	£18.46
RNN/Rotherham Harmonised	RCAT - 31	36586	£19.02
RNN/Rotherham Harmonised	RCAT - 32	37683	£19.59
RNN/Rotherham Harmonised	RCAT - 33	38810	£20.17
RNN/Rotherham Harmonised	RCAT - 34	39972	£20.78
RNN/Rotherham Harmonised	RCAT - 35	41165	£21.40
RNN/Rotherham Harmonised	RCAT - 36	42397	£22.04
RNN/Rotherham Harmonised	RCAT - 37	43672	£22.70
RNN/Rotherham Harmonised	RCAT - 38	44979	£23.38
RNN/Rotherham Harmonised	RCAT - 39	46326	£24.08
RNN/Rotherham Harmonised	RCAT - 40	47712	£24.80
RNN/Rotherham Harmonised	RCAT - 41	49140	£25.54
RNN/Rotherham Harmonised	RCAT - 42	50611	£26.31
RNN/Rotherham Harmonised	RCAT - 43	52129	£27.09
RNN/Rotherham Harmonised	RCAT - 44	53689	£27.90
RNN/Rotherham Harmonised	RCAT - 45	55296	£28.74
RNN/Rotherham Harmonised	RCAT - 46	56954	£29.60
RNN/Rotherham Harmonised	RCAT - 47	58661	£30.49
RNN/Rotherham Harmonised	RCAT - 48	60414	£31.40
RNN/Rotherham Harmonised	RCAT - 49	62223	£32.34
RNN/Rotherham Harmonised	RCAT - 50	64083	£33.31
RNN/Rotherham Harmonised	RCAT - 51	66001	£34.30
RNN/Rotherham Harmonised	RCAT - 52	67977	£35.33
RNN/Rotherham Harmonised	RCAT - 53	70015	£36.39
RNN/Rotherham Harmonised	RCAT - 54	72109	£37.48

RNN/Rotherham Harmonised	RCAT - 55	74286	£38.61
RNN/Rotherham Harmonised	RNN CM1	49860	£25.91

INVIGILATORS

Description	Scalepoint Name	NEW SCALEPOINT ROUNDED UP TO NEAREST	New Hourly Rate
Invigilation - Paper based	Under 18 yo	£24,431.72	£12.70
Invigilation - Online	Apprentice	£24,751.88	£12.86
Invigilation - Offsite	TA Apprentice	£26,812.86	£13.94

Advanced Industry Skills Coach

Role Description

About the role

We are passionate and dedicated in leading innovation and skills in our communities. Our commitment is to ensure we give our students the opportunities and inspire them to achieve their potential through outstanding quality of education and develop their skills for the future. This role is crucial in helping us to achieve this.

This role offers you the opportunity to do this. We recognise we need to change our ways of working and the Advanced Industry Skills Coaches will help us to do this. As a person who has industry skills knowledge and expertise you will help us to develop our sector curriculum specialism and campus USPs. We are keen to support you to make the transition from industry specialist to an Advanced Industry Skills Coach by offering flexible contracts (full time and pro rata) and professional development that helps you to develop the teaching skills you need to plan and deliver high quality education and training.

It is the job satisfaction that comes from this that makes this unique industry skills teaching role special. In this role you will use your expertise and technical skills to provide skills coaching and support students in practical workshop sessions and complete onsite assessments. These delivery models could include; Study Programmes (14-19 and Higher Education), Adult Education and Apprenticeships.

The key role of an Advanced Industry Skills Coach is to provide up to date industry knowledge, and deliver strong practical teaching, training and assessment, ensuring students reach their potential through high-quality self-guided learning.

We want to support our local economy to restart and meet the needs of our employers by developing highly skilled local talent. To do this we need to work with industry experts, as an Advanced Industry Skills Coach, you will be imperative in coaching and tutoring our students to ensure they develop the knowledge, skills and behaviours they need to be successful in the future.

In this dynamic and innovative role, you will work flexibly through the year to ensure we meet the needs of all of our students and employers. This is a new, flexible way of delivering a multi-offer curriculum to our students and as a result this means you will have less fixed hours/days of work to meet student and employer needs. You will also be able to plan your teaching around your current industry role, should you wish to do so.

Main Duties

The key duties and responsibilities are:

- You will teach, provide industry skills coaching and support students in practical workshop sessions and complete onsite assessments on a range of courses and learning programmes, appropriate to your skills and qualifications. You will undertake all necessary planning, preparation and assessment to ensure excellent teaching and self-guided learning occurs.
- You will undertake the necessary administrative tasks associated with your role, which include learner registration, attendance, record keeping, tracking, and reporting.
- To support students to provide evidence on behaviours, underpinning knowledge, work-based skills, learning & overall progress.
- You will be expected to produce teaching and learning planning materials such as Schemes of Work and lesson plans.
- You will prepare students for higher levels of study (including Higher Education) and vitally for the world of work, developing specific vocational work and employability skills through the curriculum, and by using external/internal links.
- You will play an important role in providing pre and on-course guidance that supports students through to successful outcomes. You will therefore undertake activities which will include learner interviews and enrolment, and other marketing and public relations activities associated with the course. This may include liaison with parents and guardians' schools,

industry, the community and other organisations to identify requirements, promote the College and recruit students.

- You will support the progression and success of each student and work with group tutors. This includes:
 - You will keep up to date records for all relevant student information, both pastoral and programme of study, e.g. Attendance, punctuality, support needs, tracking of assignments/tests, unit completion etc.
 - You will set targets using an electronic individual learning programme (eILP) for each student
- Academic rigour, transparency and validity are vital. All work carried out must satisfy external body requirements and be in line with College policy and procedure.
- To provide coaching and skills support to ensure successful timely completion of End Point Assessment (EPA) for students undertaking an apprenticeship.
- To support the development and progression of a caseload of apprentices through onsite workplace assessment visits.
- To ensure that functional skills, including English, maths and digital are embedded into all learning opportunities and reinforced through planning of lessons.
- To support employers in understanding & documenting their responsibilities relating to on and off job training requirements of any apprentices.
- To provide advice, guidance & training regarding Safeguarding, British Values, Prevent and Equality & Diversity and be responsible for ensuring that any learning or workplaces provide an ongoing safe environment.

Role Objectives

- To provide up to date industry knowledge and expertise for our students.
- To deliver strong practical skills teaching, training and assessment.
- To ensure students reach their potential through high-quality self-guided learning.
- To provide skills coaching that ensures students develop and acquire the very best knowledge, skills and behaviours they need for the world of work.
- To help us to develop our sector curriculum specialism and campus USPs.
- To keep accurate records for all relevant student information, both pastoral and programme of study.
- To maintain compliance with Awarding Organisation and external agency requirements e.g. Ofsted.
- To develop self-guided learning plans for each student that fully supports the agreed timescales of any qualification or the individual elements or an overall programme.
- Maintain records of individual student progress by way of regular progress reviews in line with requirements from DfE or awarding body requirements.
- Establish and maintain excellent working relationships with your students and employers.
- Demonstrate a proactive approach to minimising any barriers to your students by implementing additional support in a timely manner that promotes their achievement.
- Manage your own continuous professional competence by undertaking training or activities.
- Support of student recruitment by assisting with the carrying out of initial assessment, guidance and interviews for students and induction programmes.
- Ensure that safe working practices are followed in respect of COSHH and other risk assessment control measures for students / apprentices in their places of work.
- Must be prepared to undertake a First Aid qualification and be a first aider.

Challenges

- You will be self-sufficient; able to manage your work commitments and diary effectively in order to meet sometimes conflicting demands and deadlines to achieve required outcomes for students and the College.
- You will be able to cope with demanding customers internally and externally and will be able to use your communication skills to gain agreement and achieve customer satisfaction wherever possible.

- You will be able to support students to achieve their best no matter what their challenges are to do so, and present yourself as a positive role model to students.
- You will adopt a flexible and proactive approach to your role, ensuring you meet the needs of all students, employers and other stakeholders.

Your role in the department

- You will report directly to a Curriculum Team Leader who supports the Curriculum Manager and the Senior Leadership Team.
- You will play an active role in the curriculum team, working with key stakeholders such as Curriculum Team Leaders, Curriculum Manager, and student experience team and student support etc.
- You will also build good working relationships with other key stakeholders such as the English & Maths Teams.
- You will regularly report on your objectives to update your Curriculum Team Leader regarding a range of KPI's including (but not limited to) student recruitment, retention, skills progress, anticipated achievement, attendance and punctuality.
- You will work with other teaching & delivery staff to develop and share good practice in the area.
- You may be required to participate in cross college teams or working groups on key projects.

Our Vision and Values

You will work with us to achieve our organisational vision of 'Leading innovation and skills in our communities'.

You will embed and live our values in all that you do:

We are inclusive

- We put students and staff at the heart of everything we do
- We work to overcome social injustice
- We treat everyone fairly and celebrate our differences
- We create an environment that is supportive and accessible for all

We have integrity

- We conduct ourselves professionally at all times
- We demand honesty and trust from all people that work with us
- We listen
- We respect and value all individuals

We are One Team

- We empower our staff
- We are one team committed to going the extra mile
- We are accountable for our actions
- We have fun and enjoy being at work

We deliver

- We are passionate about delivering excellent quality & service
- We are innovative and bold
- We deliver through working together
- We build resilience and overcome challenges

Commitment to Safeguarding and Equality and Diversity

RNN Group places the safety and wellbeing of students and staff at the forefront of all its operations and is committed to creating and maintaining an environment that promotes effective safeguarding practice.

RNN Group has a statutory and moral duty to ensure that the business functions with a view to safeguarding and promoting the welfare of children, vulnerable adults and young people studying.

The post holder will therefore be required to commit to the Safeguarding for all policy and will have a shared responsibility to promote a safe environment for children, vulnerable adults and young people learning within any of the business sites.

All posts are subject to a Disclosure and Barring Service check.

We would expect the post holder to be responsible for the Safeguarding of students within their area and across the organisation including:

- Ensuring compliance with procedures for the protection of children and vulnerable adults
- Making certain of compliance with any guidance on Safe working Practice
- Being alert to any indication or allegation of abuse and take appropriate action under the appropriate procedures

RNN Group is very proud to be viewed as being an Inclusive College. We have Investors in Diversity recognition for the work we have undertaken. We actively work to advance Equality and Diversity and eliminate any form of discrimination in line with our College Mission, Values, Culture, Policies and Procedures and in compliance with The Single Equality Act 2010. You will also be committed to a policy of equal opportunity of treatment to all students, staff, clients, and members of the public, regardless of any protected characteristics. We are proud to be part of the Disability Confidence Scheme.

Data Protection

The RNN Group takes data protection seriously and has a statutory and moral duty to ensure the security of the personal data collected by the Group, the post holder will be expected to have a knowledge of keeping personal data safe including:

- Ensuring compliance with the data protection policy
- Ensuring compliance with the subject access request policy
- Reporting any data breaches or data security concerns to the Data Protection team

Requirement for flexibility and updating of the role description

You will be required to carry out duties as maybe commensurate with the post which do not change the character or purpose of the post which are necessary to maintain high quality standards of business practice.

Duties must be carried out in strict compliance with all policies including, but not limited to; equality and diversity, health and safety and quality assurance.

Terms and Conditions – Academic Staff

The terms and conditions for the role are as follows:

Salary: Spine Point 30 – 34 (dependant on qualifications, skills, and experience)

Pension: Automatic enrolment to the Teachers' Pension Scheme

Holidays: 35 days plus bank holidays to be taken flexibly throughout the year, with most taken outside of the Group's academic term time holiday periods (as agreed).

Advanced Industry Skills Coach
Role Specification

AF-Application Form I-Interview R-Reference CQ-Certificate of Qualification

Personal Skills Characteristics	Essential	Desirable	Method of assessment	Shortlisting Criteria
1. Experience				
• Experience of teaching / training in relevant area(s)		✓	AF,I,R	✓
• Experience of teaching / training in relevant area(s) and assessing within Apprenticeship standards		✓	AF,I,R	✓
• Recent experience, or evidence of updating, of industry within relevant area(s)	✓		AF,I,R	✓
• Experience of working in the sector business environment / appropriate working environment	✓		AF,I	✓
• Experience of supporting learners through assignments and assessments		✓	AF,I	✓
• Experience of adopting a variety of different teaching delivery methods and styles (online/blended delivery/coaching)		✓	AF,I,R	✓
2. Qualifications				
• Vocationally relevant qualification	✓		AF,I,CQ	✓
• Maths and English at Level 2 or above	✓		AF,I,CQ	✓
• ICT at Level 2 or above or willingness to work towards		✓	AF,I,CQ	✓
• An assessment qualification D32/D33 A1 or TAQA (or willingness to work towards)		✓	AF,I,CQ	✓
• Appropriate Teaching qualification or willingness to work towards	✓		AF,I,CQ	✓
• Google Educator Level 1 or above (or willingness to work towards)	✓		AF,I,CQ	✓
3. Practical and Intellectual Skills / Knowledge / Abilities				
• Understanding of FE Methodology and OFSTED Education Inspection Framework		✓	AF, I	✓
• Knowledge of current Apprenticeship Standards		✓	AF, I	✓
• Knowledge of the Adult Education Budget (AEB)		✓	I	
• Able to deliver to students of all levels and abilities, and to use flexible and innovative methods of delivery as required		✓	AF,I,R	✓
• Be able to transfer practical experience into useful learning activities	✓		AF, I	
• Able to develop effective links with industry/local employers and promote a positive image of the College	✓		I	
• Ability to demonstrate flexibility and team working	✓		I	
4. Disposition / Attitude				
• Pleasant and helpful approach at all times	✓		I,R	
• Able to work in an organised and methodical manner	✓		I,R	
• Work effectively as a member of a team	✓		I,R	
• Work in a professional and confidential manner with a high degree of integrity and flexibility.	✓		I	
• A commitment to safeguarding and promoting the welfare of children and young people receiving education and training	✓		I	
• Able to work with sensitive information and treat this confidentially in line with the requirements of the Data Protection Act	✓		I	
• Committed to a policy of equality which is relevant to all students, staff, clients and members of the public, regardless of race, creed, colour, ethnic origin, nationality, gender, sexual orientation, age and disability	✓		I	
5. Training				

Personal Skills Characteristics	Essential	Desirable	Method of assessment	Shortlisting Criteria
<ul style="list-style-type: none"> Willing to undertake any training connected with the post 	✓		I	
6. Physical Make-up				
<ul style="list-style-type: none"> A full driving licence and access to a vehicle 	✓		AF	✓
<ul style="list-style-type: none"> Able to work flexibly over the working week, academic year including evenings and weekends and term time breaks where required 	✓		AF,I,R	✓

Curriculum Manager

Role Description

About the role

In this key role you will have responsibility for the Curriculum provision at one of our College Campuses. You will be required to provide dynamic leadership in the day to day operations in these areas. Working as the lead for Curriculum at Rotherham College, Dearne Valley College or North Notts College (incl. Retford Post-16 Centre) you will play a significant part in linking with the local authority and local employers in supporting the local skills improvement plan and economic growth.

In this challenging role you will have the skills and vision to continually develop the curriculum, ensuring that the offer meets the needs of learners, employers and addresses local and commercial priorities. Our main goal is to ensure that our learners have great learning experiences, achieve outstanding success and develop the work skills for their future.

You will support the Senior Leadership Team of the RNN Group by leading on the design and delivery of the curriculum at Rotherham College, Dearne Valley College or North Notts College (incl. Retford Post-16 Centre) and projects across the RNN Group. The RNN Group is looking to recruit a talented individual who has expert curriculum knowledge and industry expertise in at least one of the curriculum areas specific to this role.

You will have experience of managing a successful Curriculum department and have proven experience and knowledge of providing a curriculum that responds to the emerging employment market and new innovative technologies.

You will lead on the curriculum development to ensure programmes are innovative and have a clear intent so that they are preparing our students to be the workforce of the future. You will take a leading role in developing strong business engagement and community links, to maximise the learner experience in regards to projects and work placement opportunities. You will work with stakeholders across the sector to establish clear progression pathways for learners. You will develop strong relationships with the local authority, local schools and employers and successfully develop and implement a learner recruitment strategy that ensures learner numbers and financial targets are achieved.

As operational lead for the curriculum areas you will report directly to the Director of Campus and line manage teaching, support and technical staff to ensure the delivery of high-quality education and training and successful commercial opportunities linked to the curriculum. You will set high expectations for learner success and proactively drive forward college strategies for the curriculum, quality improvement, digital learning and business engagement which will support the Group's ambition to become outstanding.

Main Duties

- Lead the Colleges curriculum development through to successful delivery, supporting in the designing of the curriculum and internal and external learning environments.
- Achieve excellent outcomes for learners through motivating, inspiring and effectively managing the performance, PDR's and development of staff within the curriculum area.
- Work closely with Quality teams and associated colleagues to achieve excellent Teaching, Learning and Assessment, support the Deep Dives and continuous professional development activities.
- Lead and manage teams to successfully achieve the colleges KPIs for Attendance and work collaboratively with the Personal Development Team and Attendance and Pastoral Officers.

- Effectively lead and manage curriculum operations, including reviews, planning and processes and the overall development of the curriculum and extracurricular activities.
- Work closely with the Personal Development Team to ensure that the programme reflects the needs of students for the campus.
- Lead on the development of college projects in conjunction with local authorities and employers.
- Effectively contribute to the marketing, recruitment and enrolment processes for new and future learners including: interviews, tasters, assessments, schools' events, presentations and promotions etc.
- Work with stakeholders across the sector to establish appropriate work placement opportunities, community-based initiatives and clear progression pathways for learners.
- Support the Director of Campus to ensure that the performance of the area is of a high quality. To do so you will achieve key targets to ensure the delivery of agreed strategic objectives covering the following:
 - Learner success and achievement outcomes
 - High levels of progression within Curriculum Area and the Group
 - Commercial, Project and Funding Agency Income
 - Quality of Education and learner experience
 - Development of the curriculum to meet the local and regional skills needs
 - Collaborative working with the Personal Development and Work Experience Teams

The specific requirements in respect of these areas will be reviewed on an annual basis.

Role Objectives

To achieve these major objectives, you will ensure the delivery of the following key objectives:

Curriculum Planning and Delivery

- You will be responsible for curriculum planning for your area each year. You should ensure that curriculum planning achieves the following outcomes:
 - That we grow 16-18 learner numbers and that through this funding allocations are fully utilised.
 - You will grow key funding streams such as Apprenticeships, AEB, FE Loans, ESF, SEND and Higher Education.
 - Develop new courses, curricula and/or effective methods of delivery.
 - Be responsible for student attendance, retention, achievement, progression and value-added performance levels.
 - That we optimise financial returns whilst maintaining and enhancing the quality of provision.
 - All learners participate in purposeful work placement opportunities that meet their career aspirations.
 - To ensure the timetabling of programmes, staff and accommodation is implemented to best practice guidance.

Student Progress

- You will lead and manage curriculum teams to successfully achieve the college's Strategic KPIs and ensure the outcomes for learners exceed national rates.
- You will ensure that all learners improve their English and Maths skills to higher levels as a direct result of English and Maths embedded strongly in the curriculum delivery.
- You will ensure effective collaborative working with English and Maths teams to maximise learner engagement and attendance to successfully achieve high grades and outcomes that exceed national rates.

External Facing

You will support the Director of Campus and Director of Business Development and Apprenticeships in the development of employer links/boards and engagement with Further and Higher Education Institutions.

You will ensure that all pre and post 16 collaborations set high expectations. Ones of a high standard, that analyse the quality of education and success of learners, in order to develop programmes and links with schools with a view to increasing progression from these programmes.

Challenges

- You will use clear communication and presentation skills to deliver commercial and curriculum ideas to internal and external suppliers.
- You will be able to manage a demanding workload, remain calm under pressure, managing your own tasks as well as being a problem solver for those you manage.
- You will be able to remain positive at all times, acting as a role model to the Group's staff and assisting them to overcome obstacles in their roles.

Your role in the Group

You will report directly to the Director of Campus and work with the colleagues across the Group's College management Team. You will manage a range of teaching, support and technical staff as appropriate to your role.

You will attend and contribute to relevant management meetings, playing a proactive role to enhance the curriculum and college campus environment and work with other cross Group teams to ensure the efficient completion of tasks.

Our Vision and Values

You will work with us to achieve our organisational vision of 'Leading innovation and skills in our communities'.

You will embed and live our values in all that you do:

Inclusion - We are inclusive

- We put students and staff at the heart of everything we do
- We work to overcome social injustice
- We treat everyone fairly and celebrate our differences
- We create an environment that is supportive and accessible for all

Integrity – We have integrity

- We conduct ourselves professionally at all times
- We demand honesty and trust from all people that work with us
- We listen
- We respect and value all individuals

One Team – We are One Team

- We empower our staff
- We are one team committed to going the extra mile
- We are accountable for our actions
- We have fun and enjoy being at work

Delivery – We deliver

- We are passionate about delivering excellent quality & service
- We are innovative and bold
- We deliver through working together
- We build resilience and overcome challenges

Commitment to Safeguarding and Equality, Diversity and Inclusion

RNN Group places the health, safety and wellbeing of students and staff at the forefront of all its operations and is committed to creating and maintaining an environment that promotes effective safeguarding practice.

RNN Group has a statutory and moral duty to ensure that the business functions with a view to safeguarding and promoting the welfare of children, vulnerable adults and young people studying.

The post holder will therefore be required to commit to the Safeguarding for all policy and will have a shared responsibility to promote a safe environment for children, vulnerable adults and young people learning within any of the business sites.

All posts are subject to a Disclosure and Barring Service check.

We would expect the post holder to be responsible for the Safeguarding of learners within their area and across the organisation including:

- Ensuring compliance with procedures for the protection of children and vulnerable adults
- Making certain of compliance with any guidance on Safe working Practice
- Being alert to any indication or allegation of abuse and take appropriate action under the appropriate procedures

RNN Group is very proud to be viewed as being an Inclusive College. We have Investors in Diversity recognition for the work we have undertaken. We actively work to advance Equality, Diversity and Inclusion and eliminate any form of discrimination in line with our College Mission, Values, Culture, Policies and Procedures and in compliance with The Equality Act 2010. You will also be committed to a policy of equal opportunity of treatment to all students, staff, clients, and members of the public, regardless of any protected characteristics. We are proud to be part of the Disability Confidence Scheme.

Commitment to Data Protection

The RNN Group takes data protection seriously and has a statutory and moral duty to ensure the security of the personal data collected by the Group, the post holder will be expected to have a knowledge of keeping personal data safe including:

- Ensuring compliance with the data protection policy
- Ensuring compliance with the subject access request policy
- Reporting any data breaches or data security concerns to the Data Protection team

Requirement for flexibility and updating of the role description

You will be required to carry out duties as may be commensurate with the post which do not change the character or purpose of the post which are necessary to maintain high quality standards of business practice.

Duties must be carried out in strict compliance with all policies including, but not limited to; equality and diversity, health and safety, quality assurance and Data Protection.

Terms and Conditions – Academic Management Staff

The terms and conditions for the role are as follows:

Salary: Spine Point CM, currently £46,772 per annum

Pension: Automatic enrolment to the Teachers Pensions Scheme.

Holidays: 35 days per annum plus bank holidays

Curriculum Manager **Role Specification**

AF-Application Form I-Interview R-Reference CQ-Certificate of Qualification

Personal Skills Characteristics	Essential	Desirable	Method of assessment	Shortlisting Criteria
1. Experience				
• Evidence of consistent high performance in curriculum and people management, reflected in outcomes for learners and financial performance	✓		AF,I,R	✓
• Evidence of successfully embedding of strategic initiatives in to operational departments	✓		AF,I,R	✓
• Experience of leading cross-college projects and collaborating with key stakeholders within the further education sector	✓		AF,I,R	✓
• Evidence of vocational specialism and management expertise	✓		AF,I,R	✓
• Experience of managing and implementing FE quality improvement processes	✓		AF,I,R	✓
• Experience of and commitment to the development of blended delivery and online and independent learning	✓		AF,I,R	✓
2. Qualifications				
• Level 2 Literacy and Numeracy (or equivalent)	✓		AF,I,CQ	✓
• Possession of a qualification at level 3 or above	✓		AF,I,CQ	✓
• A management qualification at an appropriate level or management training	✓		AF,I,CQ	✓
• Possession of a teaching qualification	✓		AF,I,CQ	✓
• Digital Learning Technology qualification or training (e.g. Google Educator)		✓	AF,I,CQ	✓
• Evidence of commitment to Continuous Professional Development	✓		I,CQ	
3. Practical and Intellectual Skills / Knowledge / Abilities				
• Academic credibility with a track record of excellence in teaching	✓		AF,I,R	✓
• Ability to demonstrate flexibility and team working	✓		I,R	
• Able to work in an organised and methodical manner	✓		I,R	
• Working within a customer focused environment	✓		I,R	
• Ability to successfully build external relationships with local businesses and other key external stakeholders	✓		AF,I,R	✓
• Excellent knowledge of recent initiatives in curriculum development and design.	✓		AF,I,R	✓
4. Disposition / Attitude				
• Pleasant and helpful approach at all times	✓		I,R	
• Work in a professional and confidential manner with a high degree of integrity and flexibility.	✓		I,R	
• A commitment to safeguarding and promoting the welfare of children and young people receiving education and training	✓		I	
• Able to work with and respect, personal or sensitive information and treat this data in confidence and accordance with the RNN Group Data Protection policy	✓		I	
• Committed to a policy of equality which is relevant to all students, staff, clients and members of the public, regardless of race, creed, colour, ethnic origin, nationality, gender, sexual orientation, age and disability	✓		I	
5. Training				
• Willing to undertake any training connected with the post	✓		I	
• Willing to undertake statutory training in connection with Safeguarding, Data Protection, Equality and Diversity and Prevent.	✓		I	
6. Physical Make-up				
• Good sickness/attendance record in current/previous employment, college or school as appropriate, (not including absences resulting from disability)	✓		R	

Curriculum Team Leader

Role Description

About the role

The role of a Curriculum Team Leader is to lead on the delivery of a range of programmes equipping our students with skills for their future through the delivery of outstanding education and training and inspire students to achieve their potential.

As a Curriculum Team Leader, you will coordinate and lead a group of programmes and will deliver 828 hours of teaching each year (pro-rata for part time staff), completing the relevant preparation and marking that supports this, and setting targets to enable students to reach their potential. You will also supervise staff within your area.

The information given below is intended to provide an understanding and appreciation of the workload of the job and its role within the College. This role profile outlines the main duties and responsibilities in general terms only and is not intended to be prescriptive.

Main Duties

- You will play an important role in providing pre and on-course guidance that supports learners through to successful outcomes. You will therefore undertake activities which will include course management and organisation, learner interviews and enrolment, and other marketing and public relations activities associated with the programmes you will be managing. This may include liaison with parents and guardians, schools, employers, the community and other organisations to identify requirements, promote the College and recruit learners to your programmes.
- You will co-ordinate and lead on the delivery of programmes within a curriculum area ensuring the successful retention, achievement and progression of all learners.
- You will be responsible for the planning and monitoring of Study Programmes to ensure all aspects are effectively timetabled and monitored.
- You will teach and assess on a range of courses and learning programmes, appropriate to your skills and qualifications. You will undertake all necessary planning, preparation and assessment to ensure excellent teaching and learning occurs.
- You will undertake the necessary administrative tasks associated with your role, which include learner registration, attendance, tracking and reporting, and for most 16-18 learners, liaison with parents and guardians.
- You will be expected to meet normal demands of an Academic Calendar including the production of Schemes of Work, planning for lessons and meeting QAA and awarding body requirements.
- You will prepare students for higher levels of study (including HE) and vitally for the world of work, developing specific vocational work and employability skills through the curriculum, and by using external/internal links.
- You will have overall responsibility of the academic and pastoral care of a group or groups, which will include the arrangement of support requirements for students in communication with the Personal Development team.
- You will be responsible for ensuring the progression and destination of each student. This includes:
 - Attendance, punctuality, support needs, tracking of progress, unit completion and English and maths.
 - You will set targets and this includes the 3-year skill development plan using an individual learning programme for each student
 - Monitoring and tracking of enrolment, registration and exam claims.
- You will also undertake Internal Quality Assessment/Moderation duties to implement College Quality Assurance processes and procedures for learning programmes and lead external Quality Assurance with the Awarding Organisation.

- You will promote and lead the development of new curriculum initiatives growing and shaping the curriculum offer to meet student and local needs, for a sustainable future in accordance to curriculum reform and change.
- You will continually seek to develop the existing curriculum, constantly evaluating courses and their materials to improve them and ensure they support good or better teaching, learning and assessment.
- You will develop and implement strategies for raising standards in retention, achievement, teaching and learning, in conjunction with your Curriculum Manager.
- You will organise your work to meet the requirements of your role to maximise your effectiveness and delivery of the below objectives.
- You may be asked to line manage members of staff who spend most of their time working on the course or courses that you lead. This will usually be either Lecturers or support staff who are central to the course or courses you are leading. If you are asked to line manage staff, your manager will discuss this with you and ensure you are supported and receive appropriate training.

Role Objectives

- To develop provision (including new provision) that is fit for purpose and continues to appeal to and develop the skills of learners in consultation with your Curriculum Manager.
- To recruit the 'Right Students to the Right Course' in sufficient numbers to provide students with good experiences for learning and to ensure programmes can be sustained by making a financial contribution to the Department.
- To deliver teaching and learning that is consistently excellent.
- To ensure the achievement of all quality assurance measures (which includes meeting all awarding body requirements and engaging in internal verification processes).
- To ensure that students are appropriately supported (through working collaboratively with Safeguarding & Student Support, Additional Learning Support and Careers & Employability) and escalating any relevant issues to the Curriculum Manager.
- To ensure the effective management of data, ensuring that such processes as registers are accurate and timely in your Curriculum area, working alongside Management Information Services as required.

Challenges

- You will be able to support students to achieve their best no matter what their challenges are to do so, and present yourself as a positive role model to students.
- You will be able to remain positive at all times, acting as a role model to Lecturers and Programme Leaders and assisting them to overcome obstacles in their roles.
- You will be able to cope with provision and Awarding Body Changes and adapt programmes to meet these challenges, with support and guidance from your Curriculum Manager.

Your role in the Department

- Your line manager will be the Curriculum Manager. You will regularly report on your objectives to update them on a range of KPI's including (but not limited to) student recruitment, retention, anticipated achievement, attendance and punctuality.
- The line and functional management of Teachers, Assessors, Technicians and Learning Support for all components of the study and core aim programmes associated with this role will be a key function for the post-holder.
- To plan, lead and supervise trips and visits (Inc. residential) that enrich and support curriculum area learning and promote skill development.
- Foster partnerships / strong working relationships with external organisations that enrich and support curriculum learning.

Our Vision and Values

You will work with us to achieve our organisational vision of 'Leading innovation and skills in our communities'.

You will embed and live our values in all that you do:

We are inclusive

- We put students and staff at the heart of everything we do
- We work to overcome social injustice
- We treat everyone fairly and celebrate our differences
- We create an environment that is supportive and accessible for all

We have integrity

- We conduct ourselves professionally at all times
- We demand honesty and trust from all people that work with us
- We listen
- We respect and value all individuals

We are One Team

- We empower our staff
- We are one team committed to going the extra mile
- We are accountable for our actions
- We have fun and enjoy being at work

We deliver

- We are passionate about delivering excellent quality & service
- We are innovative and bold
- We deliver through working together
- We build resilience and overcome challenges

Commitment to Data Protection

The RNN Group takes data protection seriously and has a statutory and moral duty to ensure the security of the personal data collected by the Group, the post holder will be expected to have a knowledge of keeping personal data safe including:

- Ensuring compliance with the data protection policy
- Ensuring compliance with the subject access request policy
- Reporting any data breaches or data security concerns to the Information Governance and Assurance team

Commitment to Safeguarding and Equality and Diversity

RNN Group places the health, safety and wellbeing of students and staff at the forefront of all its operations and is committed to creating and maintaining an environment that promotes effective safeguarding practice.

RNN Group has a statutory and moral duty to ensure that the business functions with a view to safeguarding and promoting the welfare of children, vulnerable adults and young people studying.

The post holder will therefore be required to commit to the Safeguarding for all policy and will have a shared responsibility to promote a safe environment for children, vulnerable adults and young people learning within any of the business sites.

All posts are subject to a Disclosure and Barring Service check.

We would expect the post holder to be responsible for the Safeguarding of learners within their area and across the organisation including:

- Ensuring compliance with procedures for the protection of children and vulnerable adults
- Making certain of compliance with any guidance on Safe working Practice



- Being alert to any indication or allegation of abuse and take appropriate action under the appropriate procedures

RNN Group is very proud to be viewed as being an Inclusive College. We have Investors in Diversity recognition for the work we have undertaken. We actively work to advance Fairness, Respect, Equality, Diversity, Inclusion and Engagement (FREDIE) and eliminate any form of discrimination in line with our College Mission, Values, Culture, Policies and Procedures and in compliance with The Equality Act 2010. You will also be committed to a policy of equal opportunity of treatment to all students, staff, clients, and members of the public, regardless of any protected characteristics. We are proud to be part of the Disability Confidence Scheme.

Requirement for flexibility and updating of the role description

You will be required to carry out duties as maybe commensurate with the post which do not change the character or purpose of the post which are necessary to maintain high quality standards of business practice.

Duties must be carried out in strict compliance with all policies including, but not limited to; equality and diversity, health and safety and quality assurance.

Terms and Conditions – Academic Staff

The terms and conditions for the role are as follows:

Salary: Spine Point 35, currently £39,581 per annum

Pension: Automatic enrolment to the Teachers Pensions Scheme.

Holidays: 35 days per annum plus bank holidays

Curriculum Team Leader **Role Specification**

AF-Application Form I-Interview R-Reference CQ-Certificate of Qualification

Personal Skills Characteristics	Essential	Desirable	Method of assessment	Shortlisting Criteria
1. Experience				
• Experience of teaching / training in relevant area(s)	✓		AF,I,R	✓
• Relevant work experience in industry /commerce		✓	AF,I,R	✓
• Experience of leading or supporting and Course Team Leader in the management of FE Programme/s			AF,I,R	✓
2. Qualifications				
• Appropriate level teaching qualification or be willing to work towards	✓		AF,CQ	✓
• Appropriate level professional qualification in relevant subject specialism	✓		AF,CQ	✓
• Literacy and Numeracy at Level 2 (or equivalent) or above	✓		AF,CQ	✓
• An assessment qualification A1 or TAQA (or willingness to work towards)		✓	AF,CQ	✓
• An IQA Level 4 qualification		✓	AF,CQ	✓
• Hold or be willing to undertake a First Aid qualification		✓	AF,CQ	✓
3. Practical and Intellectual Skills / Knowledge / Abilities				
• Be able to co-ordinate and lead on curriculum design and delivery	✓		AF, I	✓
• Understanding of the requirements of a study programme for FE	✓		I,R	
• Understanding of FE quality assurance		✓	AF,I,R	✓
• Knowledge of teaching, learning and assessment in FE	✓			
• Ability to give clear and constructive feedback to students to guide learning	✓		I,R	
• Able to develop effective links with industry/commerce and promote a positive image of the College.	✓		AF,I,R	✓
• Excellent verbal and written communication skills	✓		I,R	
• Ability to analyse and interpret data and utilise this to generate solutions.	✓		I,R	
4. Disposition / Attitude				
• Ability to form and maintain appropriate relationships with learners and emotional resilience with challenging behaviours	✓		I,R	
• Able to work in an organised and methodical manner	✓		I,R	
• Work in a professional and confidential manner with a high degree of integrity and flexibility.	✓		I,R	
• Motivation to work with children, young people and vulnerable adults				
• A commitment to safeguarding and promoting the welfare of children and young people receiving education and training	✓		I,R	
• Able to work with sensitive information and treat this confidentially in line with the requirements of the Data Protection Act	✓		I	
• Committed to a policy of equality which is relevant to all students, staff, clients and members of the public, regardless of race, creed, colour, ethnic origin, nationality, gender, sexual orientation, age and disability	✓		I	
5. Training				
• Willing to undertake any training connected with the post and update own CPD	✓		I	
6. Physical Make-up				

Personal Skills Characteristics	Essential	Desirable	Method of assessment	Shortlisting Criteria
<ul style="list-style-type: none"> Good sickness/attendance record in current/previous employment, college or school as appropriate, (not including absences resulting from disability) 	✓		R	

Lecturer (Vocational)

Role Description

About the role

The role of lecturer is to equip our students with skills for their future through the delivery of outstanding education and training and inspire students to achieve their potential. This role offers you the opportunity to do this every day. It is the job satisfaction that comes from this that makes a teaching role special.

The key roles of a Lecturer are to deliver excellent teaching each year, completing the relevant preparation and marking that supports this, and to set SMART targets to enable students to reach their potential.

Main Duties

- You will teach and assess on a range of courses and learning programmes, appropriate to your skills and qualifications. You will undertake all necessary planning, preparation and assessment to ensure excellent teaching and learning occurs.
- You will undertake the necessary administrative tasks associated with your role, which include learner registration, attendance, record keeping, tracking, and reporting and for most 16-18 learners, liaison with parents and guardians.
- You will be expected to meet normal demands of an Academic Calendar including the production of Schemes of Work, planning for lessons and meeting Quality and awarding body requirements.
- You'll prepare students for higher levels of study (including Higher Education) and vitally for the world of work, developing specific vocational work and employability skills through the curriculum, and by using external/internal links.
- You will work with the Personal Development Coordinators and course team to facilitate our learner enrichment activities and actively promote work experience opportunities in conjunction with Work Experience Officers.
- As well as teaching, Lecturers play an important role in providing pre and on-course guidance that supports learners through to successful outcomes. You will therefore undertake activities which will include learner interviews and enrolment, and other marketing and public relations activities associated with the course. This may include liaison with parents and guardians' schools, industry, the community and other organisations to identify requirements, promote the College and recruit learners.
- You will have overall responsibility of the academic and pastoral care of a group or groups, which will include the arrangement of support requirements for students in communication with your Curriculum Team Leader.
- You will be responsible for ensuring the progression and success of each student for which you are group tutor. This includes:
 - You will keep up to date records and have responsibility for all relevant student information, both pastoral and academic, e.g. Attendance, punctuality, support needs, tracking of assignments/tests, unit completion etc.
 - You will set targets using an electronic individual learning programme (eILP) for each student
 - Monitoring and tracking of enrolment, registration and exam claims.
- Academic rigour, transparency and validity are vital. All work carried out must satisfy external body requirements and be in line with College policy and procedure. You will prepare relevant submissions and liaise with accrediting bodies. You will also undertake Internal Quality Assessment / Moderation duties to implement College Quality Assurance processes and procedures for learning programmes.

- You will be required to organise your work to meet the requirements of your role to maximise your effectiveness and delivery of the below key objectives.

Sub Objectives

- Recruiting the 'Right Students to the Right Course' in sufficient numbers to provide students with good experiences for learning and to ensure programmes can be sustained by making a financial contribution to the Department.
- To deliver teaching and learning that is consistently excellent.
- Ensure the achievement of all quality assurance measures (which includes meeting all awarding body requirements and engaging in internal verification processes).
- Ensure that students are appropriately supported (through working collaboratively with Student Services / ALS) and escalating any relevant issues to the Programme Leader / Curriculum Team Leader.
- Ensure the effective management of data, ensuring that such processes as registers are accurate and timely in your Curriculum area, working alongside Management Information Services as required.

Challenges

- You will be able to support students to achieve their best no matter what their challenges are to do so, and present yourself as a positive role model to students.

Your role in the Department

- Your line manager will be the Curriculum Manager. You will regularly report on your objectives to update your Programme Leader / Curriculum Team Leader regarding a range of KPI's including (but not limited to) student recruitment, retention, anticipated achievement, attendance and punctuality.
- You will be part of a Curriculum and Department team and will work with other teaching staff to develop and share good practice in the area.
- You may be required to participate in cross college teams or working groups on key projects.

Our Vision and Values

You will work with us to achieve our organisational vision of 'Leading innovation and skills in our communities'.

You will embed and live our values in all that you do:

We are inclusive

- We put students and staff at the heart of everything we do
- We work to overcome social injustice
- We treat everyone fairly and celebrate our differences
- We create an environment that is supportive and accessible for all

We have integrity

- We conduct ourselves professionally at all times
- We demand honesty and trust from all people that work with us
- We listen
- We respect and value all individuals

We are One Team

- We empower our staff

- We are one team committed to going the extra mile
- We are accountable for our actions
- We have fun and enjoy being at work

We deliver

- We are passionate about delivering excellent quality & service
- We are innovative and bold
- We deliver through working together
- We build resilience and overcome challenges

Commitment to Safeguarding and Equality, Diversity and Inclusion

RNN Group places the health, safety and wellbeing of students and staff at the forefront of all its operations and is committed to creating and maintaining an environment that promotes effective safeguarding practice.

RNN Group has a statutory and moral duty to ensure that the business functions with a view to safeguarding and promoting the welfare of children, vulnerable adults and young people studying.

The post holder will therefore be required to commit to the Safeguarding for all policy and will have a shared responsibility to promote a safe environment for children, vulnerable adults and young people learning within any of the business sites.

All posts are subject to a Disclosure and Barring Service check.

We would expect the post holder to be responsible for the Safeguarding of learners within their area and across the organisation including:

- Ensuring compliance with procedures for the protection of children and vulnerable adults
- Making certain of compliance with any guidance on Safe working Practice
- Being alert to any indication or allegation of abuse and take appropriate action under the appropriate procedures

RNN Group is very proud to be viewed as being an Inclusive College. We have Investors in Diversity recognition for the work we have undertaken. We actively work to advance Equality, Diversity and Inclusion and eliminate any form of discrimination in line with our College Mission, Values, Culture, Policies and Procedures and in compliance with The Equality Act 2010. You will also be committed to a policy of equal opportunity of treatment to all students, staff, clients, and members of the public, regardless of any protected characteristics. We are proud to be part of the Disability Confidence Scheme.

Commitment to Data Protection

The RNN Group takes data protection seriously and has a statutory and moral duty to ensure the security of the personal data collected by the Group, the post holder will be expected to have a knowledge of keeping personal data safe including:

- Ensuring compliance with the data protection policy
- Ensuring compliance with the subject access request policy
- Reporting any data breaches or data security concerns to the Data Protection team

Requirement for flexibility and updating of the role description



You will be required to carry out duties as maybe commensurate with the post which do not change the character or purpose of the post which are necessary to maintain high quality standards of business practice.

Duties must be carried out in strict compliance with all policies including, but not limited to; equality and diversity, health and safety, quality assurance and Data Protection.

Lecturer (Vocational) **Role Specification**

AF-Application Form I-Interview R-Reference CQ-Certificate of Qualification

Personal Skills Characteristics	Essential	Desirable		Criteria
1. Experience				
Experience of teaching / training in relevant area(s)	✓		AF,I,R	✓
Relevant work experience in industry / commerce within specialist area	✓		AF,I,R	✓
2. Qualifications				
Appropriate level teaching qualification (or be willing to work towards)	✓		AF,CQ	✓
Appropriate level professional qualification in relevant subject specialism	✓		AF,CQ	✓
Literacy and Numeracy at Level 2 (or equivalent) or above	✓		AF,CQ	✓
An assessment qualification (i.e. D32/D33 A1) or TAQA (or willingness to work towards)		✓	AF,CQ	✓
3. Practical and Intellectual Skills / Knowledge / Abilities				
Understanding of FE Methodology		✓	I,R	
Understanding of the range of activities expected from lecturing staff in FE Colleges		✓	AF,I,R	✓
Able to deliver to students of all levels and abilities, and to use flexible and innovative methods of delivery as required	✓		I,R	
Be able to transfer practical experience into useful learning activities	✓		I,R	
Able to develop effective links with industry/commerce and promote a positive image of the College.	✓		I,R	
Ability to demonstrate flexibility and team working	✓		I,R	
4. Disposition / Attitude				
Pleasant and helpful approach at all times	✓		I,R	
Able to work in an organised and methodical manner	✓		I,R	
Work in a professional and confidential manner with a high degree of integrity and flexibility.	✓		I,R	
A commitment to safeguarding and promoting the welfare of children and young people receiving education and training	✓		I,R	
Able to work with sensitive information and treat this confidentially in line with the requirements of the Data Protection Act	✓		I,R	
Committed to a policy of equality which is relevant to all students, staff, clients and members of the public, regardless of race, creed, colour, ethnic origin, nationality, gender, sexual orientation, age and disability	✓		I	
5. Training				
Willing to undertake any training connected with the post and update own CPD	✓		I	
6. Physical Make-up				
Good sickness/attendance record in current/previous employment, college or school as appropriate, (not including absences resulting from disability)	✓		R	

Programme Leader

Role Description

About the role

The role of a Programme Leader is to lead on the delivery of a specific programme or series of programmes equipping our students with skills for their future through the delivery of outstanding education and training and inspire students to achieve their potential.

As a Programme Leader you will lead these specific programmes and deliver up to 864 hours of teaching each year (pro-rata for part time staff), completing the relevant preparation and marking that supports this, and setting SMART targets to enable students to reach their potential. You will also supervise staff within your area.

Main Duties

- You will play an important role in providing pre and on-course guidance that supports learners through to successful outcomes. You will therefore undertake activities which will include course management and organisation, learner interviews and enrolment, and other marketing and public relations activities associated with the course. This may include liaison with parents and guardians, schools, industry, the community and other organisations to identify requirements, promote the College and recruit learners.
- You will be responsible for the planning and monitoring of Study Programmes to ensure all aspects are effectively timetabled and monitored (in communication with your Curriculum Team Leader). To include-
 - All learners undertake a suitable and substantial main qualification.
 - Work experience is embedded, planned and tracked for each learner.
 - All learners are enrolled onto the relevant level of English and maths (where applicable) and attendance, progress and success are tracked.
 - Directed study is planned and implemented to promote independent learning.
- You will teach and assess on a range of courses and learning programmes, appropriate to your skills and qualifications. You will undertake all necessary planning, preparation and assessment to ensure excellent teaching and learning occurs.
- You will undertake the necessary administrative tasks associated with your role, which include learner registration, attendance, record keeping, tracking, reporting and for most 16-18 learners, liaison with parents and guardians.
- You will be expected to meet normal demands of an Academic Calendar including the production of Schemes of Work, planning for lessons and meeting Quality and awarding body requirements.
- You will prepare students for higher levels of study (including HE) and vitally for the world of work, developing specific vocational work and employability skills through the curriculum, and by using external/internal links.
- You will have overall responsibility of the academic and pastoral care of a group or groups, which will include the arrangement of support requirements for students in communication with your Curriculum Team Leader / Curriculum Leader and Progress Tutor.
- You will be responsible for ensuring the progression and success of each student for which you are Programme Leader. This includes:
 - You will keep up to date records and have responsibility for all relevant student information, both pastoral and academic, e.g. Attendance, punctuality, support needs, tracking of assignments/tests, unit completion and English and maths.
 - You will set targets using an electronic individual learning programme for each student
 - Monitoring and tracking of enrolment, registration and exam claims.
- Academic rigour, transparency and validity are vital. All work carried out must satisfy external body requirements and be in line with College policy and procedure. You will prepare relevant submissions and liaise with accrediting bodies. You will also undertake Internal Quality Assessment/Moderation duties to implement College Quality Assurance processes and procedures for learning programmes.

- You will contribute to the departmental Self-Assessment and Review (SAR) and College Assessment Review (CAR). This will involve liaison with learners to ascertain their views and opinions.
- You will promote and lead the development of new curriculum initiatives growing and shaping the curriculum offer to meet student and local needs, for a sustainable future. You will continually seek to develop the existing curriculum, constantly evaluating courses and their materials to improve them and ensure they support good or better teaching, learning and assessment. You will develop and implement strategies for raising standards in retention, achievement, teaching and learning, in conjunction with your Curriculum Manager.
- You will organise your work to meet the requirements of your role to maximise your effectiveness and delivery of the below objectives.

Role Objectives

- To develop provision (including new provision) that is fit for purpose and continues to appeal to and develop the skills of learners in consultation with your Curriculum Team Leader / Curriculum Manager.
- To recruit the 'Right Students to the Right Course' in sufficient numbers to provide students with good experiences for learning and to ensure programmes can be sustained by making a financial contribution to the Department.
- To deliver teaching and learning that is consistently excellent.
- To ensure the achievement of all quality assurance measures (which includes meeting all awarding body requirements and engaging in internal verification processes).
- To ensure that students are appropriately supported (through working collaboratively with Progress Tutor / ALS) and escalating any relevant issues to the Curriculum Manager.
- To ensure the effective management of data, ensuring that such processes as registers are accurate and timely in your Curriculum area, working alongside Management Information Services as required.

Challenges

- You will be able to support students to achieve their best no matter what their challenges are to do so, and present yourself as a positive role model to students.
- You will be able to remain positive at all times, acting as a role model to Lecturers and assisting them to overcome obstacles in their roles.
- You will be able to cope with provision and Awarding Body Changes and adapt programmes to meet these challenges, with support and guidance from your Curriculum Manager.

Your role in the Department

- Your line manager will be the Curriculum Manager. You will regularly report on your objectives to update your Curriculum Team Leader and Curriculum Manager on a range of KPI's including (but not limited to) student recruitment, retention, anticipated achievement, attendance and punctuality.
- You will provide guidance and support to Lecturers working on your Programme through informal methods and regular team meetings.
- You will be part of a Curriculum and Department team and will work with other teaching staff to develop and share good practice in the area.
- You may be required to participate in cross college teams or working groups on key projects.

Our Vision and Values

You will work with us to achieve our organisational vision of 'Leading innovation and skills in our communities'.

You will embed and live our values in all that you do:

We are inclusive

- We put students and staff at the heart of everything we do
- We work to overcome social injustice
- We treat everyone fairly and celebrate our differences
- We create an environment that is supportive and accessible for all

We have integrity

- We conduct ourselves professionally at all times
- We demand honesty and trust from all people that work with us
- We listen
- We respect and value all individuals

We are One Team

- We empower our staff
- We are one team committed to going the extra mile
- We are accountable for our actions
- We have fun and enjoy being at work

We deliver

- We are passionate about delivering excellent quality & service
- We are innovative and bold
- We deliver through working together
- We build resilience and overcome challenges

Commitment to Safeguarding and Equality and Diversity

RNN Group places the safety and wellbeing of students and staff at the forefront of all its operations and is committed to creating and maintaining an environment that promotes effective safeguarding practice.

RNN Group has a statutory and moral duty to ensure that the business functions with a view to safeguarding and promoting the welfare of children, vulnerable adults and young people studying.

The post holder will therefore be required to commit to the Safeguarding for all policy and will have a shared responsibility to promote a safe environment for children, vulnerable adults and young people learning within any of the business sites.

All posts are subject to a Disclosure and Barring Service check.

We would expect the post holder to be responsible for the Safeguarding of learners within their area and across the organisation including:

- Ensuring compliance with procedures for the protection of children and vulnerable adults
- Making certain of compliance with any guidance on Safe working Practice
- Being alert to any indication or allegation of abuse and take appropriate action under the appropriate procedures

RNN Group is very proud to be viewed as being an Inclusive College. We have Investors in Diversity recognition for the work we have undertaken. We actively work to advance Equality and Diversity and eliminate any form of discrimination in line with our College Mission, Values, Culture, Policies and Procedures and in compliance with The Single Equality Act 2010. You will also be committed to a policy of equal opportunity of treatment to all students, staff, clients, and members of the public, regardless of any protected characteristics. We are proud to be part of the Disability Confidence Scheme.

Commitment to Data Protection

The RNN Group takes data protection seriously and has a statutory and moral duty to ensure the security of the personal data collected by the Group, the post holder will be expected to have a knowledge of keeping personal data safe including:

- Ensuring compliance with the data protection policy
- Ensuring compliance with the subject access request policy
- Reporting any data breaches or data security concerns to the Data Protection team

Requirement for flexibility and updating of the role description

You will be required to carry out duties as maybe commensurate with the post which do not change the character or purpose of the post which are necessary to maintain high quality standards of business practice.

Duties must be carried out in strict compliance with all policies including, but not limited to; equality and diversity, health and safety and quality assurance.

Terms and Conditions – Academic Staff

The terms and conditions for the role are as follows:

Salary: Spine Point 28, £28,490 (Without Teaching Qualification)
Spine Point 29, £29,344 (With Teaching Qualification)
Pro-rata if part time staff

Pension: Automatic enrolment to the Teachers' Pension Scheme

Holidays: 35 days plus bank holidays

Programme Leader **Role Specification**

AF-Application Form I-Interview R-Reference CQ-Certificate of Qualification

Personal Skills Characteristics	Essential	Desirable	Method of assessment	Shortlisting Criteria
1. Experience				
• Experience of teaching / training in relevant area(s)	✓		AF,I,R	✓
• Relevant work experience in industry /commerce		✓	AF,I,R	✓
2. Qualifications				
• Appropriate level teaching qualification or be willing to work towards	✓		AF,CQ	✓
• Appropriate level professional qualification in relevant subject specialism	✓		AF,CQ	✓
• Literacy and Numeracy at Level 2 or above	✓		AF,CQ	✓
• An assessment qualification D32/D33 A1 or TAQA (or willingness to work towards)		✓	AF,CQ	
• Hold or be willing to undertake a First Aid qualification		✓	AF,CQ	
3. Practical and Intellectual Skills / Knowledge / Abilities				
• Be able to lead on curriculum design and delivery	✓		AF, I	✓
• Understanding of FE Methodology	✓		I,R	✓
• Understanding of the range of activities expected from lecturing staff in FE Colleges		✓	AF,I,R	
• Able to deliver to students of all levels and abilities, and to use flexible and innovative methods of delivery as required	✓			
• Be able to transfer practical experience into useful learning activities	✓		I,R	
• Able to develop effective links with industry/commerce and promote a positive image of the College.	✓			
• Ability to demonstrate flexibility and team working	✓		AF,I,R	
4. Disposition / Attitude				
• Pleasant and helpful approach at all times	✓		I,R	
• Able to work in an organised and methodical manner	✓		I,R	
• Work in a professional and confidential manner with a high degree of integrity and flexibility.	✓		I,R	
• A commitment to safeguarding and promoting the welfare of children and young people receiving education and training	✓		AF,I,R	
• Able to work with and respect personal or sensitive information and treat this data in confidence and accordance with the RNN Group Data Protection Policy	✓		AF,I,R	
• Committed to a policy of equality which is relevant to all students, staff, clients and members of the public, regardless of race, creed, colour, ethnic origin, nationality, gender, sexual orientation, age and disability	✓		AF,I	
5. Training				
• Willing to undertake any training connected with the post and update own CPD	✓		AR, I	
• Willing to undertake statutory training in connection with Safeguarding, Data Protection, Equality and Diversity and Prevent.	✓		AR, I	
6. Physical Make-up				
• Good sickness/attendance record in current/previous employment, college or school as appropriate, (not including absences resulting from disability)	✓		AF,I,R	