

DN COLLEGES GROUP

Ambition	To achieve the highest standards
Support	A caring, safe and inclusive environment
Partnership	Collaborative working to achieve shared goals
Innovation	We use our initiative and are agile in finding creative solutions
Responsibility	We take individual and collective responsibility
Equality	We work with integrity and are open, honest and respectful of each other

Job Title: HIGHER EDUCATION PROGRAMME LEADER: FOOD SCIENCE

Salary: £33,787 - £42,766 per annum (Grade 5)

Curriculum Area/Department: University Campus North Lincolnshire (UCNL)

Responsible To: Curriculum Lead Science and Technology

Job Purpose

Working within the University Campus North Lincolnshire (UCNL), the post holder will assume programme leader responsibility for programme management, teaching and the provision of personal academic support to students on our HE FdSc/BSc Food Science degree at UCNL. All staff are required to participate fully in the appropriate university subject-based committees and examination boards, liaise with external examiners and implement the quality assurance and enhancement processes of UCNL effectively as well as ensure the smooth running of the programmes. The role will require passion for seeking out opportunities to strengthen existing provision and will involve working collaboratively across DNCG to develop innovative and creative approaches towards learning and teaching and new opportunities.

Relationships

- Responsible directly to the Curriculum Lead
- Internal contacts:
 - Assistant Principal Higher Education
 - Director: Institute of Technology and Higher Technical Qualifications /Heads of Schools
 - Curriculum Leads
 - Director of Higher Education Quality and Regulation
 - Director of Higher Education Student Experience, Recruitment and Employability
 - HE Support Managers
 - HE Programme Leaders
 - Recruitment Team
 - Student Support Services
 - FE curricular managers and course tutors
 - Student support services
 - MIS
 - Students and students' representatives
- External Contacts:
 - University Academic Contacts
 - External Examiner(s)
 - Business/professional/public sector organisations

- Local Post-16 providers

Main duties and responsibilities

- Contribute to curriculum planning and development within the School
- Coordinate the HE Programme Team in the operational delivery of teaching, learning and assessment
- Collaborate with wider College colleagues to lead on the overall management of the student experience
- Lead on the management and production of performance indicators including retention, achievement and progression, actively engaging with Promonitor and/or other recording mechanisms
- Organise and plan a range of student engagement activities to enhance the student experience and educational gains
- Lead on the completion of a range of programme documentation in accordance with departmental expectations and quality assurance measures
- Completion of programme level reports in accordance with the quality cycle
- Liaise with Curriculum Lead to ensure the effective timetabling and delivery of programmes, including efficient use of resources
- Ensure that all requests from Registry and Admissions are completed appropriately and in accordance with departmental expectations
- Coordinate and liaise with Programme team to produce the annual monitoring and evaluation processes, including organisation programme level meetings
- Assume a teaching commitment of 750 hours minus remission
- Ensure compliance with all external regulatory and internal quality and compliance requirements of HE programmes
- Ensure guidance relating to Higher Education, including monitoring of DNCG websites, UCAS, prospectus and any other promotional material is accurate and current
- Monitor high risk students through early identification and intervention, collaborating with wider HE and/or College support staff as appropriate
- Engage with recruitment activity as required for associated programmes.

Professional Development

To update regularly in your specialist area(s) and to participate in staff development activities including sharing good practice as required and submitting timely CPD records.

To actively participate in any scheme of regular performance review and appraisal adopted by the College Group.

Additional Duties

Work with managers and employees to support the developing high performing culture of the learning organisation and facilitate cultural change.

Commit and adhere to the organisational **Equality, Diversity and Inclusion, Health and Safety, Safeguarding** and other policies, processes, values and objectives.

Undertake other tasks, as directed, to meet the needs of the College that reasonably correspond to the general character of the post and are commensurate with its level of responsibility.

Note: The duties and responsibilities set out in this job description may be reviewed to meet changing circumstances. The post holder will be consulted in such circumstances.

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JOB TITLE: HE PROGRAMME LEADER FOOD SCIENCE				POST NO:		RESPONSIBLE TO		Curriculum Leader Science and Technology	
UCNL						RESPONSIBLE FOR		FdSc/BSc Food Science	
SPECIFIC ATTRIBUTES		No	ESSENTIAL CRITERIA	HOW MEASURED		No	DESIRABLE CRITERIA	HOW MEASURED	
A	Education and Qualifications	1	Degree in a relevant subject	Application Interview		3	Teaching Qualification	Application Interview	
		2	Minimum Level 2 Literacy & Numeracy			4	Relevant Masters degree/PhD		
B	Work Experience	1	Experience of or ability to demonstrate understanding of teaching and supporting undergraduate students	Application Interview		5	Experience of working in a HE environment	Application Interview	
		2	Sound relevant subject knowledge located in either/both theory and practice			6	Experience of programme leadership		
		3	Used to working to tight deadlines and performance targets			7	Experience of food hygiene and quality standards e.g. HACCP		
		4	Ability to demonstrate multi-tasking and balancing of tasks			8	Experience of food manufacturing		
C	Specific Skills, Aptitudes and Knowledge	1	Sound subject knowledge and understanding of a range of areas, relevant to food science.	Application Interview		7	Understanding of quality initiatives in Higher Education	Application Interview	
		2	Good understanding of current issues affecting academic standards			8	Membership of a professional body		
		3	Strong commitment to QA and Quality enhancement			9	Interest in e-learning methodologies		
		4	Excellent organisation, analytical and communication skills			10	Experience of teaching through blended learning		
		5	Prepared to work flexibly including evening work						
		6	Full driving licence						
D	Personal Qualities	1	Energy and drive with a commitment to continuous improvement	Application Interview					
		2	Good team player but able to work unsupervised						
		3	Good leadership skills						
MANAGER COMPLETING PERSON SPECIFICATION:				Dr Jessica Iyamu				DATE:	10.03.26

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HIGHER EDUCATION PROGRAMME LEADER FOOD SCIENCE (70%) SUMMARY OF TERMS AND CONDITIONS (INCLUDING REMUNERATION)

Perm/Temp	Permanent
Grade and Salary	£33,787 - £42,766 pro rata annum (Grade 5)
Hours	35.5 hours per week
Part Time	The college is prepared to consider applications for a fraction of the hours advertised. Most posts are suitable for job share, joint applications are welcome. However, applicants who want part-time work but have no job share partner are encouraged to apply as the College can usually make adjustments to accommodate different working arrangements
Flexible Working	Employees are expected to be flexible, hours of work can be subject to averaging. The College is open during the evening and at weekends to a limited extent. The nature of the College's business means that holidays can only to be taken at certain times. The specific details applicable to this post will be discussed at interview.
Qualifications	Lecturers who do not hold a Certificate in Education or equivalent qualification will be expected to achieve Certificate in Education within a timescale that will be agreed at the time of appointment. The College will fund the tuition fees associated to your teaching qualification.
Annual Holiday	35 pro rata days bookable days Plus 8 public holidays Plus two weeks at Christmas
Level of Disclosure for this post	Enhanced
Costs incurred as a result of employment	All reasonable costs incurred as a result of carrying out the responsibilities of the post (additional travel, subsistence etc.) are reimbursed provided that approval, was obtained in advance. Claims (supported by receipts) are submitted on a monthly basis (more often if appropriate) for processing.
Smoking	The College has designated smoking areas on site.
Uniform	Employees are expected to wear a uniform if one is provided.
Pension	The Corporation will pay employer contributions to the TPS
Health Scheme	Employees may join the Health Scheme.
Union	Employees may join a Trade Union. The Group recognises Unison/UCU/NEU.