



Post Information Job Title: Education Programme Manager (**South**)

Contract Type: Part-time, 18 hrs per week (+ over time if/when required)

Contract Start Date: w/c 24th July 2023

Wage: Discussed during interview and dependent on experience.

Closing Date: 15th May 2023

Interview Date: w/c 22nd May 2023 and w/c 29th May 2023

Contact: admin@leadeducation.co.uk – for further information regarding this post. Please ensure you send a CV to apply.

What we are looking for:

An exciting opportunity has emerged within LEAD Education (Performing Arts). We are looking for a passionate and experienced education programme manager to work on our various and unique performing arts study programmes within a dynamic and growing team. You will have experience in delivering and/or managing various vocational study programmes including (but not limited to) the BTEC Level 3 Extended Diploma in Performing Arts Practice content and have vocational specialism in (but not limited to) musical theatre, dance, singing and acting. Other responsibilities of this role will include curriculum design and support, internal and external verification processes, and general study programme management (this will include elements of specific awarding body and DfE compliance). You will respond to student welfare issues effectively and maintain high quality assurance and professional standards throughout. You will report to the Director of Education Programmes at LEAD Education, Amie Dovey.

At LEAD Education, our ethos, vision, and culture are laser focused on student welfare and progress. We ensure all learners have an opportunity to maximise potential and progress to their chosen careers whilst feeling safe studying with us. To achieve this and maintain these standards, LEAD Education only employs individuals with the same, essential core values.

Essential criteria:

- Deep understanding of the requirements of delivering Level 3 BTEC Extended Diploma in Performing Arts/Performing Arts Practice and/or similar level 3 awarding body qualifications.
- Experience of curriculum design and internal/external verification processes
- Study programme or education management

What you'll get in return: LEAD Education guarantees to support staff with CPD, progression opportunities and career development. We strive to maintain a positive, professional, and welcoming team environment, demonstrating impeccable communication throughout the workforce. LEAD Education supports its employees' views, ideas and is open to strategic change to benefit the company. You will have opportunities for a flexible working diary, you will work from

home, however, will be required to travel to LEAD learning sites (when required). You will work with some of the most talented industry professionals in the UK and support the next generation of young people within this sector. We take incredible pride in the ethos and culture we have developed here at LEAD and if you are successful in your application, we will ensure you feel part of this exciting period of growth.

Main duties:

- Maintain high quality standards for Performing Arts for LEAD Education.
- Oversee and manage the LEAD Education study programme at learning sites (**SOUTH**)
- Attend weekly meetings with line manager and report on the status of learning centres in terms of the study programme, assessment, grades, student behavior, attendance, and general issues.
- Work with the line manager to develop standards across the programme.
- Collaborate with external providers (awarding bodies) to ensure current guidelines are met.
- Communicate with learning sites to ensure quality standards are maintained by:
 - Internally verifying all documents
 - Creating LEAD resources and support materials (e.g., milestone guides) for all centres to utilise to create a standard across LEAD Education
 - Verifying all assessment decisions to check assessment standard is quality assured across multiple centres.
 - Ensuring the Onedrive system is regularly monitored and work is uploaded efficiently.
 - Maintaining oversight of grade trackers to ensure these are completed continuously.
 - Completing target grades and monitoring grades for learners at centres.
 - Ensuring learning site staff attend mandatory CPD sessions (including awarding body standardisation training).
- Create Performing Arts assessment plans that are personalised for individual learning centres.
- To be Internal Verifier for Performing Arts for LEAD Education, overseeing a 'division' of centres.
- To prepare and co-ordinate external standardisation (SV) with line manager.
- Maintain up to date knowledge and understanding of awarding body Level 2 and 3 qualifications in Performing Arts.
- To establish and maintain strong, professional relationships with all providers, assessors, teachers and learners.
- To inform line manager of areas of training for centres and staff.
- To provide specific awarding body teaching and learning support to centres, staff and learners. This be held through weekly/bi weekly check ins. Check ins will be mainly remotely.

- To organise both meetings and visits with all relevant staff. Remote meetings to be held weekly (within working hours) and termly face-to-face visits with centres.
- Monitor attendance at centres to ensure all learners remain over 90% attendance on study programme. Continually monitor and discuss with centres, create improvement plans where necessary. This must be followed up with action and reported to the line manager.
- To work with centres to implement behavior plans where necessary if students fail to meet deadlines and/or have a poor attitude to learning.
- If required, deliver high level, engaging student support sessions to ensure students are aware of grading criteria and how to progress.
- Support the diverse ability levels of staff, helping to bridge the gap between high level performing arts teaching and pedagogy; ensuring staff attend CPD.
- Differentiate curriculum plans to meet individual learning site needs.
- Demonstrate impeccable communication skills with all other staff members.
- Respond effectively, appropriately and in a timely manner to our client's needs, prioritising tasks.
- Maintain good, positive working relationships with all LEAD clients demonstrating excellent customer service skills.
- Ensure the ethos, vision and culture of LEAD Education is maintained throughout.

Essential and Desirable Criteria: -

Criteria	Essential (E) / Desirable (D)
GCSE/O'Level (or equivalent) in Maths and English	E
Possession of a degree or equivalent professional standing in education and/or the performing arts industry	E
Previous experience of teaching and developing learning material	E
Demonstratable excellence in the performing arts or musical theatre industry either with professional experience or academic background	E
Demonstratable up to date knowledge of the performing arts industry and a commitment to keep up to date with the changing practices (e.g technology, industry standards, developing artists)	E
Education or study programme management experience	E
Demonstrate a willingness to work within various learning environments (e.g., from home, online, travelling to learning sites)	E
A good working knowledge of Microsoft Office or equivalent (inc Word/Excel etc)	E
Experience of providing pastoral and academic support to students	D

An understanding of the key issues and challenges in the FE Environment within a vocational setting	D
A creative, innovative approach to management, support, information, advice, and guidance to staff, ensuring high quality standards are met	E
Excellent verbal and written communication skills	E
An effective collaborator who is self-motivated, with good organisational skills and able to work on own initiative and prioritise essential tasks	E
An understanding our LEAD Educations values, with the ability to demonstrate behaviours that align to the values	E
Knowledge of the Department for Education (ESFA) funding/compliance rules	D
Experience and knowledge of course management and implementing quality assurance and enhancement processes across awards	E
Experience of leading the development, design, delivery and assessment of modules and courses at various levels	E
Previous experience of teaching in FE and developing specialist teaching materials and has a teaching qualification (PGCE or equivalent)	D
An understanding of the key issues and challenges in the FE and vocational environment with an ability to articulate a vision for the future development within area of specialism	D