



**DAVID GAME
HIGHER EDUCATION**

JOB DESCRIPTION

PROGRAMME MANAGER – School of Business

TITLE: PROGRAMME MANAGER

REPORTS TO: HEAD OF ACADEMIC DELIVERY AND DEVELOPMENT

SUMMARY:

The successful candidate will have a proven track record in teaching in higher education with experience in dealing with the academic administration. Working with the Head of Academic Delivery and Development, the Programme Manager will be responsible for ensuring the highest professional service standards are provided in the College in relation to programme delivery, academic administration and student support, ensuring a suitable standard and quality for the students. There is also a reduced teaching load associated with this post, located primarily, but not exclusively, within our Business degree programmes.

MAIN DUTIES:

- To manage the BA Business Top-up (Level 6) and the BA Business Management (with Foundation) programmes.
- To deliver teaching across a range of business programmes at HNC/D and degree level.
- To be responsible for the academic management of lectures, tutorials, workshops, seminars, revision sessions and the monitoring of attendance, in line with data protection regulations, and the general data protection regulation.
- To review and update programme documentation and support policies and regulations as required from time to time.
- To offer support and induction by way of termly meetings to Lecturers each term.
- To be responsible for termly progress monitoring, liaising with Academic Staff, Personal Tutors, Students and Administrative Staff where necessary.
- To be responsible for the academic administration of all modules in the Programme
- To support the updating of the Programme, Lecturer, Course and Student Handbooks.
- To review lecturer syllabi, reading lists, grading assessment standards and classroom instruction each term.
- To co-ordinate lecturer peer review and quality assurance activities as outlined in published College policy and regulations.
- To co-ordinate and assure marking of assessments in accordance with the established procedures and required deadlines.
- To undertake regular curriculum and program reviews and revise and develop as necessary in consultation with the Head of Academic Delivery and Development.
- To work with the Head of Academic Delivery and Development to contribute to the validating authority's annual report.
- To work with the Head of Academic Delivery and Development to contribute timeously reply to the validating authority's External Examiner / Verifier's reports.
- To undertake preparation for, Chair as required and / or participate in Academic meetings.

- To manage the Academic Misconduct structures and processes in terms of the College policy and procedures.
- To provide support for the student evaluation process. To co-ordinate and provide support for Staff-Student Committee meetings.
- To take an overview of the results of student feedback questionnaires, highlighting important issues and take any necessary follow-up.
- To be available for consultation with students and lecturers as required.

OTHER DUTIES:

In addition to the above you will also be required to conduct the following tasks, although support/assistance may be provided where necessary:

- To provide advice and help to students according to the academic guidelines.
- To co-ordinate and manage the At-Risk students in cooperation with the ILP coordinator.
- To manage work based assessment documentation, including formative feedback, assessment of portfolios, work placement visits and any other work assessment-related matters.
- To be responsible for monitoring the virtual learning environments for the course modules.
- To conduct a quality review of each taught course online VLE material and manage the Learning and Teaching discussion group;
- To manage the marking of summative assessment for all re-sit or re-submission of work, in liaison with the academic office, lecturers and markers.
- To conduct the drop-in clinics and offer academic support to students.

Scholarship and/or professional development:

- develop and maintain a record of research and scholarly achievement;
- take advantage of opportunities for professional development;

Service duties:

- attend and participate in induction;
- attend and participate in departmental meetings;
- attend and participate in faculty meetings and, as requested, College-wide committees;
- adhere to and promote the College's Health and Safety policies and procedures.
- ensure a high standard of pastoral care to students on academic and non-academic related matters, including, support and access arrangement for disabled students and students with specific learning difficulties.
- to adhere to the policies and procedures of the College regarding sustainability.

GENERAL:

The above responsibilities are subject to change at the discretion of the College and shall include other reasonable responsibilities as the College may with from time to time assign.

David Game College Higher Education - DGHE

Location: London (EC3)
 Salary: £41,500 - £44,000 per annum
 Hours: Full-time
 Contract Type: Permanent
 Start Date: September/October 2022

Benefits and wellbeing

Working at David Game Higher Education

Community, Support, Facilities and Resources for staff

DGHE is a leading independent higher education institution committed to academic excellence located in the heart of the City of London. We are strongly committed to equality, diversity and inclusion and

dedicated to attracting and retaining the best possible staff. Our staff enjoy a range of benefits and facilities, aimed at fostering a sense of community, enjoyment and fulfilment while working with us.

Core benefits/services/facilities on offer:

- Generous annual leave of 25 days plus college closure days plus public holidays
- Contributory pension scheme
- Salary sacrifice cycle to work scheme
- Interest-free travel season ticket loan
- Free eye tests and contribution to cost of frames
- A range of staff training and development activities
- *Other benefits as listed below.*

These include:

Health and Wellbeing:

- **Employee Assistance Programme via 'HealthAware' (EAP):** available 24/7, 365 days a year for staff (and their immediate dependents) supporting general wellbeing and mental health. Free Financial, Legal, Medical advice and other family/work matters are available via the Helpline for staff and their dependents - including CBT counselling
- **My Healthy Advantage:** wellbeing and wellness App (free via EAP)
- **TogetherAll:** a 24/7, 365, anonymous peer-to-peer site supporting mental health, available to all staff using their DGHE email address
- **Access to Work** (AtW): support if you have a disability or health condition. You can speak with the staff adviser confidentially if you need advice/support in applying for the AtW, or want to know more about it.
- **Learning Differences/SpLD (dyslexia/dyspraxia/ADD/ADHD):** Staff are offered free, confidential screening for learning differences with follow-up advice and guidance on next steps. This includes screening for **Visual Stress** and guidance about using AtW to obtain support
- **Canteen and staff coffee rooms on-site**
- **Gym on-site**
- **Quiet Room**
- **Regular free staff socials**
- **Fabulous location in the heart of the City** and historical Roman London, Tower of London and The Gherkin just a 5 minute-walk
- **Easy commuting:** Liverpool St, Fenchurch St, Moorgate train stations less than 10 mins walk, Aldgate underground half a minute walk, Aldgate East and Tower Hill underground 10 mins walk, as is Tower Gateway DLR, and the area has many excellent bus services within 2 minute-walk.

Financial Benefits:

- **Ride2Work Scheme** DGHE works in partnership with <https://www.bike2workscheme.co.uk/> offering the Government approved 'Ride2Work Scheme'. The scheme recognises that commuting to work by bicycle will save you money in addition to helping you become healthier and happier
- **Interest-free travel season ticket loan**
- **TOTUM cards (formerly NUS Extra):** staff are eligible to apply for this using their DGHE email address - access to many discounts, including 10% shopping at Co-op
- **Eligibility for Costco membership**
- **Apples Product Discount:** Anybody who works in the education sector qualifies for a discount on Apple computers. It's not just limited to students, teachers and lecturers, but also covers all other staff members. **Offers** appear on a regular basis.

Development and Training:

- **CPD opportunities (Continuing Professional Development):** support for relevant training and conferences, including financial and mentoring support for Academic staff applying for **Advance HE (Higher Education Academy) Fellowships**
- **DGHE Partner Institutions:** academic staff teaching on courses with our partner institutions (University of Gloucestershire and Buckingham New University) are able to access their own in-house training programmes free
- **E-Learning resources, free on the VLE** (Virtual Learning Environment) around wellbeing and other topics of interest common in higher education environments