

***Our Motto is “The Pursuit of Excellence”***

## **BTEC Engineering Programme Leader**

### **Job Description**

**Wootton Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.**

**Job Purpose:**

A BTEC Programme Leader has overall responsibility for the effective delivery and assessment of the qualification, working with Quality Nominee and other middle and senior leaders as appropriate. The BTEC Engineering Programme Leader may also act as the Lead Internal Verifier, if appropriate.

**Job Title:**

BTEC Engineering Programme Leader

**Location:**

Kimberley 16-19 STEM College and Wootton Upper School

**Reporting Line:**

Head of Mathematics & Engineering → BTEC Quality Nominee

**Hours:**

Full or Part Time

**Line management responsibility for:**

Engineering Staff

**Working Time and Conditions:**

These will be as specified in the latest School Teachers Pay and Conditions Document. The post holder will continue to meet, maintain, and build upon, as appropriate:

- the National Standards for QTS as laid down by the Training and Development Agency, relating to a) Professional values and practice b) Teaching c) Knowledge and understanding;
- the Induction Standards; and
- the Threshold Standards (Please see [www.tda.gov.uk](http://www.tda.gov.uk)).

**Principal Accountabilities/ Responsibilities**

Liaise with the Quality Nominee to be aware of information updates and quality assurance requirements.

Liaise effectively with the Examinations Officer to ensure accuracy of registration and certification of learners.

Liaise with programme team to confirm assessment and internal verification schedules.

Ensures that records of assessment and samples of student work are being retained for sampling by the Standards Verifier/External Examiner.

Plans to set aside examples of work that has been verified to different levels and grades, where applicable.

Liaises with the Standards Verifier/External Examiner to ensure that appropriate sampling takes place.

Ensure that there are sufficient resources to deliver the programmes and units.

Ensure that programme staff have the necessary expertise and, where relevant, qualifications.

Provide support to programme staff.

Review reports arising from quality assurance and ensure that appropriate actions are taken.

Planning high quality lessons and leading the delivery of consistently good and outstanding teaching and learning opportunities.

Leading, inspiring and motivating colleagues in Engineering developing their teaching and learning.

Establishing a culture that promotes excellence, equality and high expectations for all learners.

Developing a high quality ethos of learning amongst engineering learners based on high expectations and a shared vision.

Promote the safety and well-being of learners.

Maintain good order and discipline among learners.

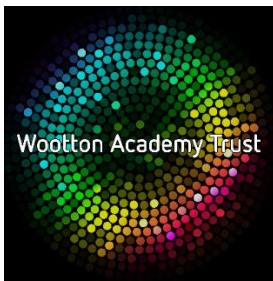
**Roles at programme level:**

The BTEC Engineering Programme team consists of the teachers who are responsible for the delivery, assessment and internal verification of the BTEC programme.

BTEC programme team responsibilities of all teachers:

- Read and understand the programme specification and assessment guidance.
- Understand the construction of the units.
- Identify opportunities to generate evidence.
- Create and agree a plan of assessment activities, with timescales.
- Ensure the assessment plan, assignments and assessment decisions are internally verified and appropriate action is taken by the team.
- Read and understand the relevant chapters of this Quality Assurance Handbook. The appropriate minimum size of the programme team will depend on the number of units and the number of learners. An Assessor cannot internally verify their assessment decisions. Where there is a single specialist practitioner delivering the programme, arrangements must be made for their assignments and assessment decisions to be internally verified by someone appropriately experienced.

**The person appointed to this role will teach on the Engineering Programme.**



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<b>BTEC Engineering Programme Leader Person Specification</b>		
	<b>Essential Criteria</b>	<b>Desirable Criteria</b>
<b>Qualifications</b>	<p>Qualified Teacher Status.</p> <p>Graduate in Engineering based subject including: Mathematics / Science / Design Technology.</p>	<p>Relevant postgraduate qualification.</p>
<b>Experience</b>	<p>Successful experience of teaching Engineering or applied Maths or applied science or DT.</p> <p>A track record of learners achieving high levels of progress.</p> <p>Experience of observing and making accurate judgements of learning, providing appropriate and effective feedback.</p> <p>Leadership of learning improvement initiatives.</p> <p>Contributing to the development of the Engineering department.</p>	<p>Experience of working in an engineering field.</p> <p>Experience as a Lead Internal Verifier.</p>
<b>Knowledge &amp; Skills</b>	<p>Excellent subject knowledge.</p>	<p>An outstanding subject teacher.</p> <p>Knowledge of BTEC specification.</p>
<b>Personal competencies and qualities</b>	<p>Personable able to gain the confidence of others, with the ability to create a positive rapport with students and a safe environment where they can flourish.</p> <p>Possess a positive attitude and approach to change and development.</p> <p>Flexible to meet the needs of Wootton Academy Trust.</p> <p>Commitment to continuous professional development.</p> <p>Flexible to meet the needs of Wootton Academy Trust.</p> <p>Commitment to continuous professional development.</p>	<p>Willingness to contribute to extra-curricular activities.</p>