**JOB TITLE:** Programme Leader

BMus(Hons) Popular Music Performance

**REPORTS TO:** Senior Academic Manager

**DIRECT REPORTS:** Deputy Programme Leader

Module Leaders and programme tutors as appropriate

**JOB DESCRIPTION**

Programme Leaders at ICMP have overall responsibility and accountability for their designated programme. The post holder is responsible for leading the programme and its team, ensuring the programme meets the required academic standards, and ensuring the effective delivery of the programme.

**PRINCIPAL RESPONSIBILITIES**

**Student experience**

* Providing managerial oversight and leadership of the programme delivery team to ensure an inclusive and vibrant student experience
* Working with relevant colleagues to ensure healthy programme recruitment and the pre-course experience of students including the organisation of programme representation at open days
* Specifying the programme admissions criteria and overseeing the admissions procedures (as appropriate)
* Overseeing and organisation of programme induction
* Managing, monitoring and addressing where necessary the delivery of the programme including assessment, examination, marking deadlines, class activity, communicating with tutors, etc.
* Monitoring the student experience through analysis of the relevant feedback and data, making leadership interventions with the programme delivery team as necessary and on an ongoing basis.
* Engaging with Student Voice mechanisms and responding to feedback as appropriate
* Ensuring the implementation of, and the programme’s alignment with, the Learning, Teaching and Assessment Strategy.
* Managing, monitoring and ensuring success for internal and external examination and/or verification.
* Overseeing of student attendance and engagement.
* Ensuring students are appropriately supported and guided through the personal tutoring system and other student support mechanisms

**Quality assurance, enhancement and standards**

* Chairing the BMus(Hons) Programme Committee
* Representing the programme on relevant management committees
* Ensuring a comprehensive familiarity with the Quality Code and the institutions cycle of quality assurance
* Ensuring, with colleagues, that module and programme specifications are systematically met in delivery
* Leading, as appropriate, programme and module modifications
* Leading on the production of Annual Monitoring Reports and Quality Improvement Plans
* Managing and monitoring the effectiveness of the team responding to QIPs
* Managing, monitoring and addressing where necessary compliance issues and contribution to staff development and support activities
* Contribution to the development, and implementation of ongoing portfolio review and future portfolio plans
* Representing programme in periodic academic review and other external review processes
* Monitoring and, working with colleagues, to enhance the quality of the

student experience

* Implementing the institute action plans and priorities in relation to employability, retention, TEF, and NSS.
* Modeling and promoting best practice in equality, diversity and inclusion

**Programme documentation and marketing**

* Working with colleagues to ensure the quality and accuracy of programme marketing documentation
* Overseeing the quality and accuracy of programme documentation and learning materials
* Leading on the development and maintenance of accurate programme and module specifications
* Leading on and engaging with relevant programme marketing events

**Curriculum development**

* Identifying and working with the team to build on aspects of best curriculum practice
* Identifying areas requiring development and working with the programme team to re-invigorate the programme as necessary
* Ensuring that curriculum content is up-to-date, fit for purpose, and meeting the needs of students and the industry
* Encouraging colleagues in, and providing a focus for, innovations in learning, teaching and assessment strategies and curriculum content within the programme.

**Assessment and awards**

* Representing the programme at internal and external award boards
* Ensuring the accuracy of data and student profiles before the requisite award boards and pre-publication of awards
* Leading and organising and, with colleagues, post-board student advice and guidance (progression tutorials)
* Attendance at the Awards ceremonies

**Other duties**

* Liaising as appropriate with professional bodies and other external organisations as required by the Senior Academic Manager or Dean.
* Representing ICMP at external events as directed by the Senior Academic Manager or Dean
* Reporting to the Head of Student & Staff Services on any emergent SEND, Health & Wellbeing and Health and Safety with respect to students
* Any other duties appropriate to the role, as designated by the Senior Academic Manager, Dean or Chief Executive.