



**Programme Leader of PGDE (Primary & Secondary)  
Role and Responsibilities**

<b>Grade</b>	Ideally academic Level 9 or 10
<b>Duration</b>	Appointed for 3 years in the first instance. Fractional appointment: hours dependent on student numbers – currently 300 hrs (See Programme Leader Scale below*)
<b>Reporting to:</b>	Director of Undergraduate and Initial Teacher Education (UG/ITE) programmes
<b>Appointment Process</b>	Normally an internal appointment, at the discretion of the Head of School
<b>Role Summary</b>	<p>The Programme Leader of the Postgraduate Diploma of Education (Primary &amp; Secondary) provides strategic leadership and operational oversight of PGDE programmes, both locally and globally.</p> <p>With the Director of UG/ITE, the Programme Leader is responsible for the smooth running of learning and teaching within the PGDE programmes, including: staff coordination, quality enhancement, practice placements, school experience; Catholic dimension; research, scholarship and development.</p> <p>The position reports to the Director of Learning and Teaching through the Director of UG/ITE and works closely with the Directors of PGT and the St Andrew's Foundation. S/he is a member of the School's UG/ITE Committee. The position is supported by administrative staff responsible to the Head of School Administration or to another line manager as appropriate.</p>
<b>Responsibilities</b>	The Programme Leader of PGDE (Primary & Secondary) is required to:
	1. Represent and perform the role of Director of Undergraduate and Initial Teacher Education (UG/ITE) when s/he is off campus or otherwise unavailable.
	2. Ensure programme development and consistency across all programme pathways and establish relevant milestones and timelines
	3. Ensure consistency and timely production of programme handbooks & related literature
	4. Maintain and update timetable and assessment schedule, including Masters credit accumulation
	5. Act as budget holder for the programmes
	6. Produce the Annual Course Review and compile brief reports on aspects of learning and teaching (including school experience) as requested by the Director of UG/ITE.
	7. Commission teaching on the programmes in liaison with the Staffing Workload Coordinator and the relevant RTG Leader
	8. Chair PGDE programme team meetings, identify and, where appropriate, coordinate staff development for programme team members
	9. Set dates, coordinate timing and reception of results and, where appropriate, chair PGDE programme exam boards
	10. Ensure that external examiners are in place
	11. Ensure subject specialists have student monitoring sessions in place and that these are communicated to students (via semester overview schedule).
	12. Work with the Director of PGT and the Director of Learning and Teaching to develop and implement action plans aimed at PTES improvement.

13.	Collaborate with the Director of UG/ITE, the Director of the St Andrew's Foundation and the Coordinator of Spiritual and Pastoral formation to ensure the programme fulfils its mission to Catholic students.
14.	Liaise with school partners on the full range of issues, including practice placements, and with appropriate agencies of governance, standards, regulation
15.	Organise Open Day experiences for potential applicants, including applicants from Roman Catholic schools.
16.	Address Year Group at Induction
17.	Deal with student issues as these emerge, including those passed on by pathway leads and Advisors of Studies
18.	Undertake other duties as required by the Head of School

**\*Programme Leader Scale (extract from document: Workload Planning 2016-2017)**

For programmes that encompass PG Cert/PG Diploma/Masters, a *single allocation* for programme leadership will be allocated based on the total number of students enrolled in the area. This should be taken from the Masters level allocation if all three levels are running concurrently.

Students	120 credits	180 credits	360 credits	480 credits
0-20	40	55	90	120
21-50	80	95	130	150
51-100	120	140	170	200
101-200	200	220	230	250
201-300	250	260	280	300
>300	300	320	350	400