



Fairfield Trust Job Description and Person Specification

Job title: Programme Manager	
Work base: Fairfield College, Dilton Marsh	Team: Education
Hours of work: Full time 36.25 hours per week Mon-Fri	Salary: £49,010.00

Safeguarding

Fairfield Trust is committed to safeguarding and promoting the welfare of young people and all staff are expected to share this commitment. You will be expected to report any concerns relating to the safeguarding of young people in accordance with agreed procedures. If your own conduct in relation to the safeguarding of young people gives cause for concern, Fairfield Trust agreed child and adult protection procedures will be followed.

All posts involving direct contact with young people, children and vulnerable groups are exempt from the Rehabilitation of Offenders Act 1974. However, amendments to the Exception Order 1975 (2013 & 2020) provide that certain spent convictions and cautions are 'protected'. These are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the [Ministry of Justice website](#)

For all roles that involve regulated activity, a DBS check will be required before appointment is confirmed

Job context and purpose

Fairfield Trust is a local independent Charity, the core business areas are an independent specialist college for young people with additional needs, residential and independence services, a pub and an animal park.

The Trust's mission is: **To enable young people to live and work without barriers**

Our 5 agreed values are:

Teamwork: We hold ourselves and each other to account, and are better when we work together

Compassion: We act with trust, honesty and kindness in everything we do

Inclusion: We treat each other fairly and with respect

Innovation: We encourage thoughtful, creative and aspirational ideas

Pride: We encourage each other to be proud of who we are and what we do

The Programme Manager will lead and manage a designated workload with a particular focus on the quality of teaching and learning. With the support of the Principal, you will line manage a team of tutors, contribute to the development and progress of college pathways, engage in quality assurance activity including learning walks, observation, internal and external verification for your area.

The Programme Manager will lead by example, be advanced in their practice and support colleagues across the college. There will be an expectation that resourcing, timetabling and administration associated with the programmes, pathways and teams within your area are prioritised and executed to a high standard. The key focus of this role is to act to identify gaps, areas for improvement in their teams and to work quickly to close the gaps.



There is also an expectation that the post-holders will lead college training and CPD for the education team, in association with the Principal and other senior managers. There is a teaching expectation as part of this role to be agreed. You may also be expected to have a tutor group, coordinate EHCP reviews and deliver tutorial.

Key to this role is the commitment to ensuring that learners with SEND receive high-quality, inclusive, and personalised learning experiences that support their progression, independence, and wellbeing.

Your holiday entitlement of 10 weeks shall be taken within college holiday periods and includes bank holiday entitlement.

Main duties

Key Responsibilities:

1. Programme Leadership

- To lead and champion high-quality curriculum delivery across the college
- To lead by example and to advocate for high-aspiration curriculum
- Act as a role model and set high professional expectations, leading by example
- Develop robust, professional and motivational provision across the Trust
- Lead the design, delivery and review of college pathways and associated learning programmes
- Promote a person-centred approach to curriculum planning and delivery
- Lead on the timetabling and resourcing of an agreed area
- Ensure compliance with SEND Code of Practice and relevant awarding body standards

2. Quality Assurance and Improvement

- Monitor and evaluate programme performance, including learner progress, retention, and achievement
- Lead on the regular Programme Monitoring Reports and contribute to the Self-Assessment Reports (SARs)
- With the Principal, undertake learning walks, observations, work scrutiny to identify strengths and areas for improvement.
- Develop and monitor Developmental Action Plans where needed
- Schedule and deliver a comprehensive programme of CPD which improves the quality of education
- Implement quality improvement plan actions and respond to internal and external quality assurance processes (e.g. Ofsted, awarding bodies)

3. Inclusive Practice and Safeguarding

- Undertake an agreed teaching responsibility (not greater than 50% FTE)
- Champion inclusive teaching, learning and assessment strategies that meet diverse learner needs
- Ensure reasonable adjustments and support plans are implemented effectively
- Work closely with the Designated Safeguarding Lead (DSL) to promote a safe and supportive learning environment
- Reinforce the need for proactive and personalised practice across the Trust



4. Team Management and Development

- Line manage and support a staff team
- Facilitate regular team meetings and staff development activities
- Undertake 1:1 and performance reviews for staff team
- Promote reflective practice and continuous professional development (CPD) in inclusive education
- Lead a programme of staff meetings

5. Learner Engagement and Support

- Act as a key point of contact for learners and their families/carers
- Oversee the implementation and review of EHCPs and support plans
- Promote learner voice through student forums and feedback mechanisms

6. External Liaison and Partnerships

- Liaise with local authorities, social care, employers, and other stakeholders to support learner progression and transition
- Represent the college at multi-agency meetings and with external partners
- Develop partnerships to support work experience, supported internships, and community-based learning

Supervision/management of people

The Programme Manager will line manage an allocated team of Tutors.

Contacts and relationships

The post holder will:

- Report directly to the Principal

What we offer - Employee Benefits

- There is a pension scheme available for eligible staff
- Free entry to Fairfield Animal Centre for 2 adults & 2 children
- 10% discount at The Weavers pub
- Discounted staff lunches in the Student Canteen (College Site)
- Corporate Eye Care Scheme
- Training & Development opportunities

Information technology

Daily use of computers that require excellent IT skills and will include using, Database, Word, Excel and web-based software.



Financial responsibility

Always ensure effective use of resources and value for money is secured for the Trust.

Health and Safety

To be responsible for your own health and safety and that of anyone else who may be affected by your acts or omissions.

Equality and Diversity

You are required neither to discriminate against, harass nor victimise colleagues, suppliers or third parties at work. You are further required to report incidents of discrimination at work, either to the Principal or anonymously to the Chair of Trustees.

Records management

You are responsible for ensuring that all information sources for which you have responsibility are maintained in-line with guidance. This applies to all electronic and hard copy information.

You should also ensure that access permissions are maintained to limit access to sensitive information. You are responsible for maintaining the confidentiality of sensitive data, whether held electronically or in hard copy, and promptly reporting all breaches, or potential breaches of security to the Head of HR.

Other duties

You may be required to perform duties other than those given in the job description for the job. The particular duties and responsibilities attached to jobs may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and would not in themselves justify the re-evaluation of a job. In cases, however, where a permanent and substantial change in the duties and responsibilities of a job occurs, consistent with a higher level of responsibility, then the job would be eligible for re-evaluation.

Authority to work in the UK

You must have the legal authority to work in the UK. You must have the relevant approval to work in the UK from the UK Border Agency or relevant documentation. Copies of all documents provided by you as proof of identity are retained for our records; by providing these proofs the Trust will treat this as your consent for this to happen.



Person Specification

The person specification details the essential and desirable personal criteria which the job holder should possess in order to be able to successfully perform the job.

	Essential	Desirable
Alignment With our values	<p>Commitment to demonstrating the organisations values and behaviours in their work:</p> <p>Teamwork: We hold ourselves and each other to account, and are better when we work together</p> <p>Compassion: We act with trust, honesty and kindness in everything we do</p> <p>Inclusion: We treat each other fairly and with respect</p> <p>Innovation: We encourage thoughtful, creative and aspirational ideas</p> <p>Pride: We encourage each other to be proud of who we are and what we do</p>	
Qualifications or equivalent level of skill or knowledge	<ul style="list-style-type: none">Recognised teaching qualification (e.g. PGCE, CertEd) and SEND specialism	<ul style="list-style-type: none">Experience of working with learners with complex needs, autism, or learning disabilitiesKnowledge of assistive technology and inclusive digital toolsExperience of alternative provision, engagement of employment programmes, such as apprenticeships or supported internshipsSpecialist experience such as positive and proactive working, crisis management, or de-escalation training
Experience of	<ul style="list-style-type: none">Experience of teaching and managing SEND provision in an FE or school settingStrong understanding of the SEND Code of Practice, EHCPs, and inclusive pedagogyExcellent organisational, leadership, and interpersonal skills	



Management of people	<ul style="list-style-type: none"> You will have experience of managing people, including performance reviews, appraisal and staff development 	
Skills	<ul style="list-style-type: none"> An understanding of the importance of confidentiality and information sharing within an organisation High level of interpersonal skills Ability to develop positive relationships Ability to respond flexibly to changing demands and manage own workload Innovative and prepared to exercise judgement Excellent oral and written communication Ability to work well under pressure and manage conflicting deadlines Confident user of ICT 	<ul style="list-style-type: none"> An understanding of the needs of young people with a learning disability
Personal qualities and motivation	<ul style="list-style-type: none"> To be honest, trustworthy and reliable Highly motivated Able to work with a variety of colleagues and clients from different professions and backgrounds Self-starter with vision and imagination Openness and willingness to address and discuss relevant issues A consistently flexible approach, with the ability to respond to the changing needs of the organisation 	
Literacy and numeracy	<ul style="list-style-type: none"> Literate and numerate with good written and spoken English 	
Safeguarding	<ul style="list-style-type: none"> Displays a commitment to the protection and safeguarding of young people Takes action and raises concerns Forms appropriate relationships and maintains professional boundaries at work Works within organisational policies, procedures and guidance at all times 	<ul style="list-style-type: none"> Up-to-date knowledge of working with and the safeguarding of children and vulnerable adults

Suitability of shortlisted candidates will be assessed at interview; interviews will consist of a formal interview and/or a supervised observation or desk-based task where applicable.

Should you require any reasonable adjustments to the application process, please speak to a member of the HR team.



For further information about the post, please contact Dr Graeme Athey

The closing date for this post is **Tuesday 3rd February 2026 at 0900am**

Interviews will take place on **Thursday 12th February 2026**

We would welcome applications made via the Trust Application Form, available on our website;
<https://fairfieldtrust.org.uk/jobs/>

Please note that we will not accept CVs

We reserve the right to close the advert early if sufficient applications have been received.

This job description and person specification was updated January 2026

***Fairfield Trust is an Equal Opportunities employer
A charity for the advancement of education for young people with learning disabilities***