Transcript - Your role as a programme leader

A Programme leader has a number of important responsibilities.

You will design your programme to ensure it meets all the requirements of the syllabus. You will organise the programme learning environment and coordinate both the people involved in the programme, such as trainers and mentors as well as the facilities, such as the training materials and equipment.

You will also need to find and develop appropriate learning resources to ensure that candidates engage with concepts and principles to meet the assessment criteria. You will need to think about the types of formative assessment activities you will include in your programme, bearing in mind the portfolio requirements.

Throughout the programme you will monitor the progress of your learners and provide regular feedback to help your learners to develop. You will also need to guide candidates so they avoid plagiarism and other forms of malpractice.

As a programme leader you will also manage administrative aspects of the programme.

In order to keep your programme and candidates on track it is a good idea to create a calendar noting milestones, most importantly the deadline for completing and submitting the portfolio

You will check the authenticity of the candidates' work and make sure that it contains all the necessary evidence before it is submitted for assessment by Cambridge.

You will also support candidates if they have to resubmit their portfolio for assessment

You will be responsible for communicating any information and examiner feedback received from Cambridge to your candidates.

You will need to work with your exams officer to send estimated entry information as well as upload portfolios for assessment.

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You will be responsible for communicating any information and examiner feedback received from Cambridge to your candidates and you will need to work with your exams officer to send estimated entry information as well as upload portfolios for assessment.

Finally, you should plan to evaluate your programme with your programme team at appropriate times throughout and at the end of the programme.

Programme Leaders come from different backgrounds but share a commitment to enhancing the quality of teaching and learning.

Let's hear from some programme leaders talking about the main responsibilities, challenges, responsibilities and rewards of being a programme leader.

What are the main responsibilities of a programme leader?

Daniel Magaldi - ESSARP

What are the main responsibilities of a programme leader? In my experience, the main responsibilities of this role are related to the actual design, implementation, assessment, medication and in some cases the actual coaching of the courses leading towards CIEs Professional Development Qualifications. I think that this is because of the characteristics of these programmes the actual courses that are related to them need to reflect as much as possible the actual teaching and learning realty of the different groups of candidates. Therefore, as a programme leader, one of the biggest responsibilities is actually making sure that what is included in these courses does not only fulfil the requirements of the different syllabuses but also can actually be useful in the daily teaching experience of the candidates taking these programmes.

Geraldine Pool – Anglo Montevideo

A programme leader has two main responsibilities. The first is to design the programme, making sure, you are catering for the needs of the teachers and their schools and that you are meeting the requirements of the Cambridge syllabus. The second is to manage the implementation of the programme. This involves many things like, for example, planning for the learning environment. Do you have a suitable room for the input sessions? Do you have sufficient resources? You also have to select the best people to be involved in the programme. Ideally, you should have a team working with you. It lightens the workload, but more importantly strengthens the programme by having different people's views and inputs. As programme leader, you should monitor teachers' progress and provide formative feedback, making sure they are working towards a satisfactory completion of the programme. Regarding more administrative matters, you have to ensure that teachers' assessments are complete and authentic and that entry documentation is correct and complete. Regular communication with Cambridge is important to both relay information from Cambridge to teachers and to inform Cambridge of any significant points and developments regarding the programme.

Fernando Lasala – ESSARP

The main responsibilities of being a programme leader are to me twofold. On the one hand is the academic side, which consists in designing a plan of the programme that has to be approved by Cambridge and then ensuring that that plan is carried out and implemented. And then, on the other hand, there is the administrative side to the role, which, at least locally in Argentina, it also consists in enrolling the participants and subsequently uploading their assignments and the material they submit for assessment.

What are the challenges of a Programme Leader?

Daniel Magaldi - ESSARP

Possibly one of the biggest challenges is making sure that the candidates that take the course for the Certificate and the Diploma can actually implement in their own teaching reality the skills and contents that are part of these courses. In our case as we work with candidates, teachers, that come from different schools, not only from different cities but in many cases from different areas of our country, this is a very very challenging item. Each of our candidates work in a completely different learning environment, and therefore as a programme leader I need to make sure that what we actually work with these candidates during the course responds to their particular needs and to their particular working environments.

Geraldine Pool – Anglo Montevideo

I believe a programme leader's main challenge lies in guaranteeing the quality of the programme. Your role has a huge impact on the success of the programme. You are responsible for what goes on both in the classroom and out of the classroom. In the classroom you must make sure you have the most suitable tutors offering high quality input sessions as well as being models of good practice themselves. Out of the classroom you have to identify people, from other institutions maybe, who will play an important role in helping teachers reflect on their learning experience. Once you identify these experienced practitioners, or experienced colleagues and mentors, you must brief them and involve them in the programme. Another major challenge is that a programme leader needs to have time to provide all the people involved in the programme with guidance and support, as well as constantly monitor performance and progress.

Fernando Lasala – ESSARP

The main challenges of being a programme leader have to do with making sure that the spirit, the philosophy of the programme is communicated clearly to the participants and at the same time I think there's another challenge might be the need to ensure that we bridge any gaps that there may be between a certificate that's designed to meet the needs worldwide, the needs of teachers worldwide and the local needs of the participants in the programme.

What is rewarding about being a Programme Leader?

Daniel Magaldi - ESSARP

Possibly one of the biggest rewards that I have and I continue to obtain teaching experience that the different groups of candidates demonstrate throughout each of the courses. As we all know, these professional qualifications are aimed at teachers who are actually exercising their teachers role. Therefore, I usually meet a wide variety of teachers with different degrees of experience and who work in different teaching and learning environments. So basically, as their leader and as their courses' coach, I can say that one of the biggest rewards is basically working with these people, and gaining experience and gaining knowledge as a result of the exchange of ideas and sharing with them the different activities that are part of the different courses leading to both the diploma and the certificate.

Geraldine Pool – Anglo Montevideo

The major reward for me has been to see the changes that occur in the teaching and learning process, thanks to the programme. It's very satisfying to see the growth and development in teachers, to see them making informed decisions regarding their teaching practice, to see them taking risks, and trying out new strategies, approaches, techniques and more importantly, being able to critically reflect upon their practice. But, all this would be pointless if there was no impact on the learners. So ultimately I feel the biggest reward is seeing how all this affects the learner in a positive way.

Fernando Lasala – ESSARP

What is very rewarding about being a programme leader is to see teachers hare their own practice, share questions, share doubts, to see them work and try to reach a consensus and also to see teachers thinking of the best ways of engaging learners in their own learning. I think that 's really very rewarding and stimulating.