

## Job Description

<b>Job Title:</b>	Course Leader in Digital Media Level 1
<b>Responsible To:</b>	Area Head of Digital Media
<b>Line Management of other staff:</b>	No
<b>Location:</b>	Colchester/Braintree
<b>Salary:</b>	£33,535 - £41,212 per annum
<b>Date of last review:</b>	April 2025

### **Purpose Statement:**

Undertake specified course leadership for Level 1 Digital Media. There is also an expectation of a full spectrum of teaching related activities on a variety of units within the FE Digital Media related programmes.

### **Main Duties & Responsibilities:**

1	Comprehensive teaching responsibilities (designing schemes of work, assessing, preparation, delivery, marking, leading on student guidance and selection procedure, individual student tutoring and marking/promoting courses/attending open events). This will include a future commitment to undertake delivery of evening classes on and off-site as required (minimum of one per week).
2	Further education course leadership elements as associated with Band 2 Lecturer role, including related pastoral, administrative and curriculum development responsibilities as part of the Digital Media core team.
3	Work with Area Head, Assistant Area Head and other course leaders to ensure management of quality provision throughout the different programmes delivery teams.
4	Lead on modelling best practise through the development of subject curricula to include Technology Enhanced Learning and innovative delivery methods.
5	Maintain quality of provision by participating in ongoing internal verification procedures and processes and ensuring appropriate requirements for external verification, communicating outcomes to senior colleagues as required.
6	To monitor standards of students' work against awarding body guidelines and to raise achievement levels.
7	To develop and update personal professional expertise in the relevant areas.
8	To engage in the College's appraisal scheme and staff development programme as appropriate.
9	To develop and update personal professional expertise in the relevant areas.
10	To undertake any other associated duties determined by the college.

*This job description is current as the date shown. It may be amended in any way following consultation with the post holder to take account of changes or anticipated changes in the organisation or management of Colchester Institute*

## Person Specification

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Qualifications	Essential	Desirable	How is this assessed?
Education to level 3 or above and/or a professional qualification in relevant subject area or equivalent	✓		A
Minimum of Level 2 qualification in English and Mathematics GCSE 4+ or C and above / CSE Level 1 / O-Level C or above / Level 2 Adult Numeracy or Literacy or equivalent	✓		A
Relevant Teacher training / completing within 3 years of employment or 3 years of the first available course.	✓		A / I
Experience	Essential	Desirable	How is this assessed?
Experience of leading courses and/or curriculum development.	✓		A / I
Experience of teaching Level 1 or 2 learners in a Further/Education setting.		✓	A / I
Experience working with learners with special educational needs and support plans.		✓	A / I
Effective and consistent high quality teaching experience within Further and/or Higher Education and is able to teach across a range of courses.	✓		A / I / P
Able to demonstrate experience of working with learners with a wide range of needs.	✓		A / I
Professional experience and expertise within the media industry.		✓	A / I
Experience of leading a small team of staff.		✓	A / I
Experience of learner recruitment.		✓	A / I
Knowledge and Skills	Essential	Desirable	How is this assessed?
Practical knowledge of media processes, practices and techniques.	✓		A / I / P
Proven ability to work as part of a team.	✓		A / I
Good time management/organisational skills.	✓		A / I

Evidence of training/CPD relating to the development & delivery of access programmes.	✓		A / I
Excellent interpersonal, oral and written communication skills.	✓		A / I / P
Understanding and commitment to safeguarding the welfare of children and vulnerable adults, creating a safe learning environment.	✓		A / I
<b>Personal Attributes</b>	<b>Essential</b>	<b>Desirable</b>	<b>How is this assessed?</b>
A strong commitment to Equity Diversity, and inclusion.	✓		A / I
Enjoys working collaboratively and seeking collaborative opportunities.	✓		A / I
Ability to work flexibly to meet changing needs and work demands.	✓		A / I
Continuously improving and commitment to own personal and professional development.	✓		I

**KEY:**

<b>A</b>	Application
<b>I</b>	Interview
<b>P</b>	Presentation/Micro-teach
<b>T</b>	Test