

CINO106413 - Course Leader in Health and Social Care	
Hours:	37 hours per week, 52 weeks per year
Salary:	£29,510 - £36,268 Per Annum
Additional Salary:	Plus up to £3,000 Skills Supplement
Duration:	Permanent
Location:	Colchester

## Are you ready for your next career move in a dynamic and rewarding environment?

Colchester Institute's mission to deliver first-class education, professional development and technical skills training to develop careers and strengthen the local economy. Our core values include placing the success and wellbeing of students and an outstanding student experience at the heart of our choices.

The College has just opened our new innovative 'Centre for Health and Care' which will transform Health and Care curriculum delivery over time in Science, Access and Health and Social Care.

We are currently looking for a Course Leader in Health and Social Care to undertake specified course leadership for FE Health and Social Care programmes. There is also an expectation of a full spectrum of teaching related activities on a variety of units within the FE Health and Social Care related programmes.

If successful, you will be welcomed to the College with a full induction programme to support you in your new role. The College is also committed to staff development and offers an excellent staff benefits package.

<b>Closing date:</b>	<b>25<sup>th</sup> April 2021</b>
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To apply please complete our Application form on our website.

All jobs at Colchester Institute require a Disclosure & Barring Service (DBS) check.

Please contact Human Resources on [jobline@colchester.ac.uk](mailto:jobline@colchester.ac.uk) or call 01206 712333 if you have any queries or would like further information.

### Additional Information

*Colchester Institute is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.*

*We strive to be an Equal Opportunities employer. All applicants who are offered employment will be subject to a Criminal Records check from the Disclosure and Barring Service.*

*Please visit our website [www.colchester.ac.uk](http://www.colchester.ac.uk) to obtain further details about the College.*

## **Colchester Institute Job Description**

<b>Job Title:</b>	<b>Course Leader in Health and Social Care</b>
<b>Regulated Activity:</b>	<b>Yes</b>
<b>Responsible To:</b>	<b>Assistant Area Head of Access, Health and Social Care and Science</b>
<b>Line Management of other staff:</b>	<b>No</b>
<b>Location:</b>	<b>Colchester</b>
<b>Salary:</b>	<b>Range L30-37</b>

### **Purpose Statement:**

**Undertake specified course leadership for FE Health and Social Care programmes. There is also an expectation of a full spectrum of teaching related activities on a variety of units within the FE Health and Social Care related programmes. To perform other duties associated with the role of a Band 2 Lecturer.**

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

<b>1</b>	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).
<b>2</b>	Further education course leadership elements as associated with Band 2 Lecturer role, including related pastoral, administrative and curriculum development responsibilities as part of the Areas' Access, Health and Social Care and Science core team.
<b>3</b>	Work with Area Head, Assistant Area Head and other course leaders to ensure management of quality provision throughout the different programmes' delivery teams.
<b>4</b>	Lead on modelling best practise through the development of subject curricula to include Technology Enhanced Learning and innovative delivery methods.
<b>5</b>	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.
<b>6</b>	To monitor standards of students' work against awarding body guidelines and to raise achievement levels.
<b>7</b>	To develop and update personal professional expertise in the relevant subject areas.

8	Adhere to and promote the College's Safeguarding, Equality & Diversity, College Values and Health and Safety policies and practices.
9	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*

## Colchester Institute Person Specification

### Position: Course Leader in Health and Social Care

	Essential	Desirable	How is this assessed?
<b>Qualifications</b>			
Education to level 3 or above and/or a professional qualification in a relevant subject 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
Level 5 Teaching Qualification / completing within 3 years of employment or 3 years of the first available course.	✓		A / I
Recent relevant CPD relating to subject specialism.		✓	A
Assessor/Verifier Awards.		✓	A
<b>Experience</b>			
Experience of leading courses and/or curriculum development.	✓		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
Able to demonstrate experience of working with learners with a wide range of needs.	✓		I
Experience of leading a small team of staff.		✓	A / I
Experience of learner recruitment.		✓	A / I
<b>Knowledge and Skills</b>			
Experience of teaching anatomy and physiology and related subjects at level 3.	✓		A
Proven ability to work as part of a team.	✓		I
Good time management/organisational skills.	✓		I
Excellent interpersonal, oral and written communication skills.	✓		I

Committed to safeguarding the welfare of children and vulnerable adults, creating a safe learning environment and an understanding of the safeguarding practices.	✓		I
<b>Personal Attributes</b>			
A strong commitment to equality and diversity.	✓		I
Enjoys working collaboratively and seeking collaborative opportunities.	✓		I
Ability to work flexibly to meet changing needs and work demands.	✓		I
Continuously improving and commitment to own personal and professional development.	✓		I

KEY:

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