JOB DESCRIPTION

Job Title: Course Manager for HE courses/Lecturer in Computing
Reports To: Curriculum Head of Department for Computing

Direct Reports: Associate Lecturers

Overall Responsibilities:

To prepare, deliver, assess and verify subject specialisms on a range of further and higher education courses within the Computing Department, in line with College policies and procedure as directed by the Head of Department.

The Course Manager, personally and through teamwork, is responsible for fulfilling the following tasks.

Course design, organisation and assessment

- To disseminate updated information and course specifications ensuring that awarding organisation requirements are met i.e. awarding organisation registrations.

- To liaise with the course team and relevant staff to ensure that all students are enrolled and follow a designated study programme which meets current timetabling policy rules.

- To draft course timetables in liaison with the course teams and Head of Department

- To ensure that schemes of work for all elements of the course are fully completed and stored on the intranet

- To manage the IV processes and maintain the course management files and assessment plans

- To hold regular team meetings and ensure that action notes are kept in the course logs

- To ensure that student course representatives are regularly involved in course reviews and meetings and that appropriate action is taken on their feedback

- To liaise with external moderations/examiners and to organise and lead external verification and moderation visits

- To appraise the course and prepare a course review and development plan to inform the programme area self-assessment report

- To be prepared for and actively engage with all quality processes and interventions e.g. performance monitoring meetings and course review etc, including quality processes for the UoN

Planning and managing students' progress

- To monitor the progress and set aspirational targets for all students in all aspects of their study programme

- To ensure that courses are set up on Promonitor (markbook) and that course teams are regularly tracking learner progress

- To organise intervention for at risk students to ensure that nobody falls behind and all meet or exceed their target grades

- To use information to make proposals and implement improvements in student outcomes in liaison with the Head of Department

- To implement and monitor the agreed policy on student punctuality and attendance and ensure the student disciplinary procedures are followed

- To follow appropriate disciplinary procedures for academic neglect and non-attendance at any part of the learning programme

- To monitor, plan and implement activities in preparation for employment (work experience, educational trips/visits, live projects etc).

Data

- To ensure the processes of registration, proxy claim, test entry, portfolio entry and certification are carried out for all main and child qualifications in line with College timeframes

- To regularly monitor course data via the core, EBS and Promonitor reports and to take all necessary action to ensure that information is correct and up to date

- To ensure that progressions are completed promptly and fully and any changes to student/programme details are communicated to CIS/Student Data

- To meet on a regular basis with Student Data and Examinations teams to ensure that the data is accurate and that the examination entries are processed promptly and certificate claims are completed and processed correctly in a timely manner, ie within three weeks of the end date of the course

- To comply with all data exercises including class list, predictions, progressions etc

- To ensure that any specific assessments and special exam allowances are arranged with the Additional Support and Disability Manager in line with awarding organisation guidelines

Course promotion and student recruitment

- To manage and co-ordinate student applications and interviews in liaison with the Student Recruitment team and course team members

- To monitor and ensure the production of course leaflets, course handbooks and student information in liaison with Student recruitment team

- To organise Additional Support attendance at any student interviews where there is a support need for a potential student with disabilities or learning difficulties

- To have an understanding of the funding income for the course and any associated fees and other costs

- To plan and deliver an informative and engaging induction Programme in liaison with Student Services and course team members

Effective liaison and influence and line management

- To liaise effectively with teachers, course team members, Associates, Advanced Practitioners, Personal Tutors, Learning Resources, Additional Support and ILT staff

- To line manage Associate Lecturers on programmes within their responsibility

- To organise teaching cover so that students' learning is not disadvantaged

- To provide appropriate support and guidance to Associate Lecturers and ensure their compliance with College procedures.

JOB SPECIFICATION

Role: Course Manager

	Essential	**Desirable**
Qualifications/ Training	• Degree qualification in Computing or related discipline • Literacy and Numeracy Level 2 or equivalent • Safeguarding training • Equality and Diversity training • PGCE/CertEd or equivalent	• Management qualification • Masters qualification in Computing or related discipline
Knowledge / Experience	• Experience of consistently providing a high-quality learning experience for all students • Evidence of consistently providing a high performance in previous roles/jobs • Experience of working effectively with people from diverse backgrounds • Evidence of understanding how to promote equality and diversity within the job role • Experience of working constructively to achieve team objectives and deadlines • Experience of raising student retention and achievement rates • Knowledge of curriculum models	• Recent experience of teaching and assessing on computing / IT programmes and adapting approaches accordingly • Experience of curriculum development and effective implementation of computing curriculum • Experience of supporting learners' applications to Higher Education • Experience of developing and implementing multimedia approaches to learning • Successful course leadership experience
Skills / Abilities	• Ability to use Microsoft Office software confidently	• Ability to use Moodle or similar confidently

	• Ability to promote the College's outstanding reputation and carry out College business appropriately and professionally at all times • Ability to communicate effectively and confidently face to face, on the telephone and in writing	• Ability to use ProMonitor confidently
Special Requirements	• Responsibility for promoting and safeguarding the welfare of children, young people and vulnerable adults and for raising any concerns • Ability to form and maintain appropriate relationships and personal boundaries with children, young people and vulnerable adults • A willingness to undertake relevant and appropriate professional development • Willingness to continuously update skills and knowledge • Flexible approach to work and working times • Willingness to work at all locations where Bedford College provides a service • Awareness of health and safety requirements relevant to the job	• Current driving licence and access to a vehicle