

## Job Description

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| <b>Job Title:</b>                      | Course Leader in Health and Social Care                       |
| <b>Responsible To:</b>                 | Assistant Area Head of Health & Social Care, Science and ESOL |
| <b>Line Management of other staff:</b> | No  |
| <b>Location:</b>                       | Colchester  |
| <b>Full-time Salary:</b>               | £32,238 - £39,620 per annum                                   |
| <b>Date of last review:</b>            | October 2023  |

### **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.

### **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', Health & Social Care, Science and ESOL 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 areas.  |
| <b>8</b> | Adhere to and promote the College's Safeguarding, Diversity, Equity & Inclusion, College Values and Health and Safety policies and practices.   |
| <b>9</b> | 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

**Job Title:**

Course Leader in Health and Social Care

| Qualifications   | Essential | Desirable | How is this assessed? |
|--|-----------|-----------|-----------------------|
| Education to degree level 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                     |
| Level 5 Teaching Qualification / completing within 3 years of employment or 3 years of the first available course.   | ✓         |           | A / I                 |
| Assessor/Verifier Awards   |           | ✓         | A                     |
| Experience   | Essential | Desirable | How is this assessed? |
| 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 / P             |
| Able to demonstrate experience of working with learners with a wide range of needs.  | ✓         |           | 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? |
| 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.   | ✓                |                  | A / I                        |

**KEY:**

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