

## **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 Health and Social Care, Science and ESOL</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 areas.

<b>8</b>	To maintain and extend links with external organisations as appropriate.
<b>9</b>	To participate in the college's performance and development review scheme.
<b>10</b>	Adhere to and promote the College's Safeguarding, Equality & Diversity and Health & Safety policies and practices.
<b>11</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*