

Job Description

Job Title:	Course Leader in Science
Responsible To:	Assistant Area Head of Health and Social Care and Science
Line Management of other staff:	No
Location:	Colchester
Salary:	£32,238 - £39,620
Date of last review:	July 2024

Purpose Statement:

Undertake specified course leadership for the Science level 3 Programmes. To provide quality teaching and learning for BTEC Level 3 Applied Science and Biomedical Science students.

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 Areas' Health and Social Care and Science 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	Adhere to and promote the College's Safeguarding, Diversity, Equity & Inclusion, 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

Person Specification

Job Title: Course Leader in Science

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 the ability to teach across a range of courses.	✓		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
Knowledge and Skills	Essential	Desirable	How is this assessed?
Knowledge of Chemistry and Physics and ability to run variety of experiments and supervise laboratory projects to develop learners' practical knowledge and skills, including data handling and interpretation and how to use maths and statistics to analyse experimental data at Level 3/Advanced Level.	✓		A / I
Proven ability to work as part of a team.	✓		I
Good time management/organisational skills	✓		I

Evidence of training/CPD relating to the development & delivery of Level 3/Advanced level and access programmes.	✓		A / I
Excellent interpersonal, oral and written communication skills.	✓		I
Understanding and commitment to safeguarding the welfare of children and vulnerable adults, creating a safe learning environment.	✓		I
Personal Attributes	Essential	Desirable	How is this assessed?
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