

Colchester Institute Job Description

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

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 Forensic Investigation 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' Access, 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, 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