

Job Description

Course Team Leader

Job Purpose: **Maximise student success**

Our vision is a high achieving and inclusive sixth form college that inspires, motivates and encourages our students to achieve the very best they can.

As Course Team Leader you will contribute to a culture of high expectations, excellent teaching and robust tracking and support.

You will work with your team to track and monitor student progress, devising intervention strategies as required.

As Course Team Leader, you will provide support and guidance for your course team and be responsible for the planning, organisation and review of teaching, learning and assessment on your designated courses.

Responsible to: Head of Department

Band: **Annual allowance** - Bands 1 – 5 of the Long Road Sixth Form College Course Team Leader Pay Spine, fixed for 3 years, based on the latest November ILR data

Pension: Staff are enrolled in the Teachers' Pension Scheme, a contributory scheme with the option to opt out in a transitional period

Key Responsibilities:

Students

- Identify and plan appropriate support for students according to their individual needs, liaising with Progress Coaches, Academic Support and others as required
- Monitor, report and celebrate student progress and achievement in line with the College's Quality strategy
- Collect and use student feedback to improve teaching and learning

Curriculum

- Advise and guide course team members on effective teaching, learning and assessment strategies for the area.

- Lead the team in the development of course materials, resources and future course planning
- Ensure that all members of the course team are using the correct, current Awarding Body specification and understand the units to be taught. Additionally, ensure that the scheme of work provides effective coverage of the specification, references equality and diversity and the Gatsby standards
- Develop strong and effective partnerships with schools, employers, higher education and other relevant groups to enrich the curriculum and support progression.
- Be responsible for the administration of internal and external examinations and assessment, including arrangements for the moderation and verification of any internally assessed work
- Participate in Learning Reviews, lesson observations, learning walks and other quality processes as required
- Coordinate course team participation in the marketing and promotion of the course(s) offered e.g Open Evenings, Insight Days, Taster Days and activities with partner schools.

Team

- Meet regularly with the course team to ensure effective communication
- Review the work of the course team in accordance with the College's self-assessment procedures
- Agree targets and plans for improvement with the aim of moving (or maintaining) team performance to outstanding
- Assist the Head of Department to ensure cover arrangements are in place for absent colleagues.
- Advise the Head of Department on staffing, timetabling, training and resource needs
- Work collaboratively with the Head of Department and other Course Team Leaders to develop and implement the College's strategy for quality improvement.
- Assist with the selection, recruitment and induction of staff

General Responsibilities:

- Adhere to College Safeguarding and Welfare policy and procedures
- To take part in the College's Professional Review and Development Scheme.
- To be responsible for Health and Safety within areas of own responsibility.
- Support, promote and operate in line with the College mission and values.

NOTES

- The above job description outlines key responsibilities. It is not exhaustive and tasks associated with the key responsibilities can be expected to change over time.
- The post holder will be expected to undertake such other duties, within the general scope of the post as may be required from time to time by the Principal.
- This post also requires the post holder to undertake all requirements of a Teacher

| PERSON SPECIFICATION – COURSE TEAM LEADER | | |
|--|---|---|
| SPECIFICATION | ESSENTIAL | DESIRABLE |
| QUALIFICATIONS | <ul style="list-style-type: none"> • A degree or equivalent • A teaching qualification/qualified teacher status | |
| EXPERIENCE | <ul style="list-style-type: none"> • Experience of teaching in the 16-19 age range • Recent experience of teaching the relevant course/s • Experience of whole course planning | <ul style="list-style-type: none"> • Experience of course review and planning for improvement • Experience as an examiner |
| SKILLS/ APTITUDES | <ul style="list-style-type: none"> • Able to plan and prioritise work effectively and meet deadlines • A commitment to team working • Good written and oral communication skills • Able to evaluate evidence and make sound judgements | |
| KNOWLEDGE | <ul style="list-style-type: none"> • Familiar with national curriculum developments at course level | <ul style="list-style-type: none"> • Conversant with current teaching and learning methodologies |
| OTHER REQUIREMENTS | <ul style="list-style-type: none"> • Committed to enhancing the educational experiences of students through best practice in teaching and learning • Willingness to undergo an enhanced DBS check • A personal commitment to relevant legislation and good practice in relation to equality and diversity and safeguarding and promoting the welfare of young people | |

| | |
|-------------|----------------|
| Reviewed | June 2019 |
| Reviewed by | Yolanda Botham |