



**Post Title:** Lecturer Course Manager – Academy of Land and Environment

**Responsible to:** Programme Leader

**Status:** Permanent, 37 hours per week

**Purpose of the job:** To deliver good / outstanding lessons and ensure the quality and compliance of all aspects of provision. Undertakes the management of student groups ensuring that individual academic, pastoral and wellbeing needs are met at all times.

### REASEHEATH COLLEGE MISSION

**“Industry focused, career ready”**

### REASEHEATH COLLEGE VALUES

Every member of staff at the College has a responsibility for and commitment to the implementation of the College Vision so that the learner experience is a valuable and memorable one.

As an important part of our team you are also required to ensure that your behaviour towards both staff and learners demonstrates P R I D E in everything you do through actively supporting our Values:

**P** eople      **R** esponsibility      **I** ntegrity      **D** iversity      **E** xcellence

### Key Tasks and Responsibilities of your Job Role

- Undertakes continual professional development to ensure up to date technical knowledge and expertise to maximise effective knowledge transfer to colleagues and learners.
- Delivers outstanding teaching of a wide range of academy related subjects ensuring that individual learner needs are continually being met.
- Assesses both theory and practical competence and related knowledge using a variety of assessment methods to comply with awarding body requirement and which maximises learner potential.
- Completes relevant and timely reports on student progress to maximise achievement.
- Supports the Academy of Land and Environment department as required to ensure a quality customer experience.
- Undertakes course management responsibilities including parent and guardian and where required external agency communication. Course Management also includes completing individual tutorials target setting, and providing pastoral care, safeguarding and wellbeing support to students.

- Engages and responds positively with employers and stakeholders to enhance departmental reputation and student recruitment and employment.
- Where required supports the department with community based projects, trial work, full cost and adult provision to enhance academy reputation and income streams.
- Participates fully in internal, cross college and personal professional development and following appraisal uses guidance and support to develop teaching practice.
- Actively involved in curriculum development including attendance and participation in team meetings.
- Setting and monitoring accurate targets for students to promote high expectation and achievement.
- Uses college systems and inputs information on Promonitor regularly including student tracking, achievement data and target setting.
- Maintains work areas, tools and equipment and surrounding environments in a good safe condition in order to ensure the highest standards of professionalism, safety, cleanliness and hygiene.
- Ensures the College's safety standards, policies and specific protocols are always implemented including risk assessments.
- Responsible for developing and maintaining curriculum including (but not limited to) writing relevant documentation including schemes of work and participating in internal and external quality assurance audits and processes.
- Works collaboratively with the quality department, internal and external verifiers and awarding bodies to ensure programme compliance.
- Accurate record keeping including registers, assessments, tracking, and target setting using pro suite of software or other relevant method required.
- Contributes effectively to improvement of departmental and college KPIs.
- Updating and engaging with Teams and other VLE's as required.
- Assists in cross college activities as appropriate by supporting student recruitment, enrolment and open days as required to enhance the reputation of the Academy and the College. To promote progression of students to higher level of study through the provision of accurate information and guidance.
- Contributes to the marketing and promotion of academic programmes and commercial activities by representing the College at internal and external events as required to increase student numbers and enhance the reputation of the College. This may include evening and weekend work.
- Meets the needs of academic teaching programmes and our Stakeholders to provide an outstanding educational and customer experience.
- Contributes to a high performing Academy through effective teamwork and communication which ensures accountability and clarity of objectives, which utilises and develops the skills, knowledge and competencies of all staff members.
- Attends all mandatory training events to understand and apply policies and procedures relating to Health and Safety, Finance, Safeguarding and Equality and Diversity matters.

- Utilises learning resources and opportunities fully and effectively to maximise the learner experience and employability.
- Optimises use of the Academy of Land and Environment through knowledge transfer both internally and externally.
- Contributes to the maintenance of the Academy records to meet legislative requirements.
- Assists the Curriculum Manager to ensure the Academy is managed within budgeted limits and in accordance with College financial regulations and procedures.
- Ensures that best value for money is achieved for the department and seeks opportunity to innovate and maximise utilisation of resources to ensure cost effective and quality delivery to our customers.
- Works with academy CAM, PL, PA and the applications team to support full cost recruitment and income generation.
- Take personal responsibility for supporting, promoting and following all College policies in relation to health and safety, safeguarding, equality and diversity and data protection within the scope of the post.

#### **PLEASE NOTE**

Reaseheath is an education establishment within an ever changing service and all staff are expected to participate constructively in College activities and to adopt a flexible approach to their work.

Your job description will be reviewed during your annual Performance Development and Review interview, and will be varied in the light of the changing business needs of the College.

The job description is not intended to be exhaustive and is only indicative of the nature and level of the responsibilities associated with the post at the date it was drawn up. Your duties may vary from time to time without changing the general character of the post or the level of responsibility. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the terms and conditions of employment associated with the post.

Reaseheath is committed to ensuring safeguarding procedures are adhered to and expects all employees and volunteers to embody this commitment.

Please note this role constitutes 'regulated activity' as defined by the Protection of Freedom Act 2012. The successful candidate will therefore be required to undertake an enhanced DBS check with barred list information prior to starting employment. You must also have the right to work in the UK and will be required to provide evidence to support this. In addition, online checks will be carried out during the recruitment process. This post is exempt from the Rehabilitation of Offenders Act (ROA) 1974.



### Person Specification

#### Post Title: Lecturer Course Manager

Knowledge, Skills & Experience (E – Essential, D – Desirable)	
<ul style="list-style-type: none"> <li>• Minimum Level 5 Qualification in Agriculture and / or vocationally related subject specialism</li> </ul>	D
<ul style="list-style-type: none"> <li>• Level 2 Maths &amp; English (GCSE Grade C or above).</li> </ul>	E
<ul style="list-style-type: none"> <li>• Wide range of relevant Industry experience including knowledge of agricultural business management.</li> </ul>	E
<ul style="list-style-type: none"> <li>• A teaching qualification is required (or willingness to work towards one).</li> </ul>	E
<ul style="list-style-type: none"> <li>• Experience of working in a training capacity is desirable.</li> </ul>	D
<ul style="list-style-type: none"> <li>• IT skills in MS Office Applications.</li> </ul>	E
<ul style="list-style-type: none"> <li>• Demonstrable evidence of Continuous Professional Development.</li> </ul>	E
<ul style="list-style-type: none"> <li>• Demonstrable experience of delivering training sessions and being able to plan effectively to inspire learners.</li> </ul>	D
<ul style="list-style-type: none"> <li>• Demonstrable experience of undertaking a range of agricultural and related land and environment processes with the ability to safely train others.</li> </ul>	E
<ul style="list-style-type: none"> <li>• Ability to work flexibly and enthusiastically and on own initiative.</li> </ul>	E
<ul style="list-style-type: none"> <li>• Demonstrable experience of motivating and supervising students and staff.</li> </ul>	D
<ul style="list-style-type: none"> <li>• Ability to communicate and negotiate effectively with individuals on all levels including students, parents, colleagues and the wider industry.</li> </ul>	E
<ul style="list-style-type: none"> <li>• Demonstrable evidence of being able to plan and manage administration in connection with assessment practice.</li> </ul>	E
<ul style="list-style-type: none"> <li>• Self motivated with ability to motivate others and enthuse learners to succeed.</li> </ul>	E
<ul style="list-style-type: none"> <li>• Ability to work within in a team structure.</li> </ul>	E
<ul style="list-style-type: none"> <li>• Demonstrable ability to work within budgetary limits.</li> </ul>	E

UPDATE: 04/12/2024