



## **JOB DESCRIPTION**

**Job Title:** Course Manager – Plumbing, Heating and Gas

**Reports To:** Curriculum Head

**Direct Reports:** Associate Lecturers

### **Overall Responsibilities:**

To prepare, deliver, assess and verify subject specialisms with in Plumbing, to HNC level, in line with College policies and procedure as directed by the Head of Department.

The Course Manager, personally and through teamwork, is responsible for fulfilling the following tasks.

### **Course design, organisation and assessment**

- To disseminate updated information and course specifications ensuring that awarding organisation requirements are met i.e. awarding organisation registrations for the main programme, additional, GCSE, functional or basic skills
- To liaise with the course team and relevant staff to ensure that all students are enrolled and follow a designated study programme which meets current timetabling policy rules including work placement and enhancement.
- To draft course timetables in liaison with the course teams and Curriculum Heads
- To ensure that schemes of work for all elements of the course are fully completed and stored on the intranet
- To manage the IV processes and maintain the course management files and assessment plans
- To hold regular team meetings and ensure that action notes are kept in the course logs
- To ensure that student course representatives are regularly involved in course reviews and meetings and that appropriate action is taken on their feedback
- To ensure arrangements are made to organise and lead external verification and moderation visits
- To appraise the course and prepare a course review and development plan to inform the programme area self-assessment report

- To be prepared for and actively engage with all quality processes and interventions e.g. performance monitoring meetings and course review etc

### **Planning and managing students' progress**

- To monitor the progress and set aspirational targets for all students in all aspects of their study programme
- To ensure that courses are set up on Promonitor (markbook) and that course teams are regularly tracking learner progress
- To organise intervention for at risk students to ensure that nobody falls behind and all meet or exceed their target grades
- To use information to make proposals and implement improvements in student outcomes in liaison with the Curriculum Head
- To monitor the progress of students towards achievement of GCSE and Functional Skills where applicable and take appropriate action
- To monitor termly that Individual Learning Plans are fully completed and reviewed on a regular basis
- To ensure student reports are completed and sent to parents/guardians, employers, students, or access is provided to the Moodle reporting system, as appropriate
- To implement and monitor the agreed policy on student punctuality and attendance and ensure the student disciplinary procedures are followed
- To follow appropriate disciplinary procedures for academic neglect and non-attendance at any part of the learning programme including pre-arranged additional support sessions and GCSE/Functional Skills where it is a mandatory part of the students' programme
- To monitor, plan and implement activities in preparation for employment (work experience, educational trips/visits, live projects etc).

### **Data**

- To ensure the processes of registration, proxy claim, test entry, portfolio entry and certification are carried out for all main and child qualifications in line with College timeframes
- To regularly monitor course data via the core,EBS and Promonitor reports and to take all necessary action to ensure that information is correct and up to date
- To liaise with the GCSE English and mathematics Co-ordinators and Functional Skills staff to ensure appropriate learners are registered and timetabled to attend appropriate lessons

- To ensure that progressions are completed promptly and fully and any changes to student/programme details are communicated to CIS/Student Data
- To meet on a regular basis with Student Data and Examinations teams to ensure that the data is accurate and that the examination entries are processed promptly and certificate claims are completed and processed correctly in a timely manner, ie within three weeks of the end date of the course
- To comply with all data exercises including class list, predictions, progressions etc
- To ensure that any specific assessments and special exam allowances are arranged with the Additional Support and Disability Manager in line with awarding organisation guidelines

### **Course promotion and student recruitment**

- To manage and co-ordinate student applications and interviews in liaison with the Student Recruitment team and course team members
- To monitor and ensure the production of course leaflets, course handbooks and student information in liaison with Student recruitment team
- To organise Additional Support attendance at any student interviews where there is a support need for a potential student with disabilities or learning difficulties
- To have an understanding of the funding income for the course and any associated fees and other costs
- To plan and deliver an informative and engaging welcome day and induction Programme in liaison with Student Services and course team members

### **Effective liaison and influence and line management**

- To liaise effectively with teachers, course team members, Associates, Advanced Practitioners, Personal Tutors, Learning Resources, Additional Support and ILT staff
- To line manage Associate Lecturers on programmes within their responsibility
- To organise teaching cover so that students' learning is not disadvantaged
- To provide appropriate support and guidance to Associate Lecturers and ensure their compliance with College procedures.

### **Course Definition**

A course is defined as a study programme or equivalent, which could include a main learning aim, functional skills, GCSEs, additional qualifications, additional learning support, work experience, enhancement and tutorials.



## JOB SPECIFICATION

**Role:** Course Manager

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications/ Training</b>	<ul style="list-style-type: none"> <li>• Level 2 NVQ or equivalent qualification in Plumbing and Heating</li> <li>• Literacy and Numeracy Level 2 or equivalent</li> <li>• Safeguarding training</li> <li>• Equality and Diversity training</li> <li>• PGCE/CertEd or equivalent</li> <li>• Assessor Award</li> <li>• Verifier Award</li> </ul>	<ul style="list-style-type: none"> <li>• Management qualification</li> <li>• Level 3 NVQ or Advanced Craft qualification in Plumbing and Heating</li> <li>• ICT Level 2 or equivalent</li> <li>• Diploma in Tutoring or equivalent</li> <li>• HNC in Building Services.</li> <li>• Current Gas safe standards e.g. CCN1, CKR1 etc</li> </ul>
<b>Knowledge / Experience</b>	<ul style="list-style-type: none"> <li>• Experience of consistently providing a high-quality learning experience for all students</li> <li>• Evidence of consistently providing a high performance in previous roles/jobs</li> <li>• Experience of working effectively with people from diverse backgrounds</li> <li>• Evidence of understanding how to promote equality and diversity within the job role</li> <li>• Experience of working constructively to achieve team objectives and deadlines</li> </ul>	<ul style="list-style-type: none"> <li>• Experience and up to date knowledge of current Plumbing programmes and various levels -ie City &amp; Guilds 6189,6035,7202,8202,9189 and 9074 (or equivalent)</li> <li>• Experience in the delivery of Experience of curriculum development and effective implementation in at least two of the following areas <ul style="list-style-type: none"> <li>• ILT</li> <li>• Functional skills</li> <li>• 16-19</li> <li>• 19+</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>• Experience of raising student retention and achievement rates</li> <li>• Knowledge of curriculum models</li> <li>• Industry/ trade experience</li> </ul>	<ul style="list-style-type: none"> <li>• Higher Education</li> <li>• Experience of using Moodle effectively</li> </ul>
<b>Skills / Abilities</b>	<ul style="list-style-type: none"> <li>• Ability to use Microsoft Office software confidently</li> <li>• Ability to promote the College's outstanding reputation and carry out College business appropriately and professionally at all times</li> <li>• Ability to communicate effectively and confidently face to face, on the telephone and in writing</li> </ul>	
<b>Special Requirements</b>	<ul style="list-style-type: none"> <li>• Responsibility for promoting and safeguarding the welfare of children, young people and vulnerable adults and for raising any concerns</li> <li>• Ability to form and maintain appropriate relationships and personal boundaries with children, young people and vulnerable adults</li> <li>• A willingness to undertake relevant and appropriate professional development</li> <li>• Willingness to continuously update skills and knowledge</li> <li>• Flexible approach to work and working times</li> <li>• Willingness to work at all locations where Bedford College provides a service</li> <li>• Awareness of health and safety requirements relevant to the job</li> </ul>	