

The Northern College

Job Description

Post Title:	Lead Tutor
Grade/Salary:	Academic/Academic Related Scale Points 30 – 33 £32,690 - £35,705
Responsible to:	Curriculum Manager
Work arrangements:	36 hours per week, 52 weeks per year You will be required to work such hours as are reasonably necessary for the proper performance of your duties.

Purpose of the Role

To coordinate and develop the teaching, learning and assessment of an agreed area of curriculum in line with the Education Inspection Framework.

Main Duties

- 1 Lead the design, implementation and management of an agreed area of the College's curriculum to ensure it meets both funder and individual student need and is of a high quality.
- 2 To work with the Curriculum Manager to plan, implement and review annually a programme of courses in line with the College Curriculum Plan.
- 3 To coordinate in-house quality assurance procedures to ensure that all provision complies with college requirements and meets expectations.
- 4 To coordinate the requirements of awarding organisations with the support of the Quality Officer, ensuring all requirements are fulfilled in a timely manner.
- 5 To coordinate and participate in the design and development of teaching and learning materials, including those required for blended and online delivery within agreed curriculum area.
- 6 To coordinate and participate in the review and evaluation of lessons and courses in order to drive improvements within agreed curriculum area.
- 7 To ensure the successful completion, achievement and progression of all students in the curriculum area.
- 8 To coordinate and participate in the assessment, recording and reporting of student progress within agreed curriculum area, using the College's student review and marking policies.
- 9 To coordinate and participate in marketing, recruitment and admissions activities for the agreed curriculum area including attending events on and off College premises.
- 10 To organise, plan, deliver and assess teaching, learning and assessment, face to face, and remotely and at a variety of levels in line with individual teaching hours' allocation within agreed curriculum area.
- 11 To monitor and report on student attendance, in line with the College Attendance Monitoring procedure and oversee any student interventions arising.
- 12 To ensure the timely completion of all documentation required in association with teaching, learning and assessment and College expectations.

- 13 To ensure intervention to support student performance where it falls below the expected standard is swift and makes good use of cross College support services.
- 14 Performing the role of personal tutor if required by the curriculum area.
- 15 To participate in pedagogical research and project development as required by the curriculum area.
- 16 To participate in quality improvement activities, including undertaking teaching observations if required.
- 17 To work with employers and progression partner organisations to ensure the course offer has clear intent and impact.
- 18 To promote the integration of English, Maths and digital across the curriculum.
- 19 Undertake IV duties and liaise with awarding and examination bodies as agreed with line manager.
- 20 To support, along with other members of the College's teaching team, evening or weekend activities or courses in accordance with the College's Workload Agreement.
- 21 To attend meetings and working groups, both within the College and externally, as appropriate.
- 22 To observe all college policies, procedures, working practices and regulations, and in particular to comply with the College's Equality and Diversity policy, Health and Safety policy, Financial Regulations, Safeguarding policy and Code of Conduct.
- 23 Promote effective communication and open dialogue with others.
- 24 Demonstrate a strong commitment to self-development and undertake professional development as required and contribute to the achievement of College objectives.
- 25 Undertake any training and development deemed relevant to the post.
- 26 Any other duties which do not change the nature and purpose of the post which may be delegated to the post holder from time to time by the Principal or a senior leader acting on his/her behalf.

Employee Name:		Signature:	Date:
Line Manager Name:		Signature:	Date: