

Job Description

Directorate	Curriculum Quality & Recruitment
Department	Building Services Digital Engineering & Business
Section	Building Services
Job Title:	Course Leader – Building Services
Reports To:	Curriculum Manager

Job Purpose

To deliver high quality teaching, learning and assessment which ensures successful learner outcomes and maximises the potential of every student to progress to their chosen destination.

Main Responsibilities

Teach students enrolled on a range of courses as assigned by your line manager

Implement appropriate feedback and assessment systems to accurately check learning, adapting teaching as required to ensure learner progress.

Operate within the Quality Assurance framework.

Manage courses or parts of courses as required including administration and organisation.

Contribute to curriculum innovation, development and implementation.

Maintain a professional learning environment in the classroom consistently implementing the College's behaviour management processes as required.

Maintain and update teaching expertise and skills to continually develop your teaching practice and deliver the best outcomes for learners.

Main Tasks

Teaching and Assessment

Deliver teaching and learning that motivates and inspires learners to achieve creating curriculum intent documentation and schemes of learning in line with the College standards.

Develop assessments and mark students' work in accordance with College policy, providing clear, direct and constructive verbal and written feedback which addresses misconceptions and enables students to embed and develop their knowledge and skills.

Supervise practical activities, workshops and work placements as appropriate.

Facilitate learning by selecting material and methods appropriate to student needs and course level to deliver a flexible learning programme.

Use technology, including the college's virtual learning environment effectively to enable independent learning at any time or place.

Develop and use high quality resources and teaching materials which meet course frameworks and learning outcomes.

Embed career related employability skills through high quality teaching and learning to support progression.

Develop and use initial assessments to accurately determine learners starting points. Ensure the timely and accurate completion of MarkBook, registers and other relevant systems to accurately record student assessments, achievements and progress.

Invigilate examinations as required.

Prepare assignments, examination questions and assignment materials as required

Liaise with external examiners/internal and external verifiers as required.

Pastoral and Welfare

Consistently challenge lateness and attendance concerns, working with learners to build resilience and find solutions to individual challenges.

Establish and maintain relationships with individual students and groups to facilitate awareness of problems and difficulties. Identify students in need of pastoral and welfare support and refer to College services as appropriate.

Consistently apply College standards, encouraging positive behaviour to promote high expectations of all learners and supporting the development of a College culture which is free from bullying, harassment or discrimination.

Maintain a fair and disciplined learning environment, setting clear expectations for behaviour and addressing concerns in a timely manner following College policies and procedures. Share in the responsibility for ensuring good standards of student behaviour across campus appropriately challenging breaches of the Student Behaviour Policy.

Identify and support internal and external activities and events which provide opportunities for students to further develop their skills, knowledge, confidence and resilience to promote physical and mental wellbeing.

Curriculum Development

Take part in reviews of course performance and plan for further development and improvement of the provision accordingly. This will include facilitating and taking account of student, employer, parent and other stakeholder feedback.

Professional Development

Participate in the development of external partnerships in order to maintain and update teaching and training expertise and vocational skill, enrich teaching and learning and enable learners to develop knowledge and skills beyond the qualification.

Respond to identified personal and professional needs in curriculum knowledge, teaching methodology, management and organisational skills, by undertaking self-directed learning, research and training as appropriate or required.

Attend and participate in regular internal CPD to develop and maintain teaching and learning skills and expertise to ensure the best outcomes for learners.

Actively participate in professional development and training activities, developing your own personal networks and reflecting on your own performance.

General

Participate in Parents' evenings, school liaison work, meetings with employers, examination board moderators/assessors/verifiers or representatives of Higher Education as required.

Proactively participate in admissions activities, open events, learner experience days and employer engagement events.

Collaborate with College marketing to celebrate student achievements.

Special Features:

Undertake teaching on a maximum of two evenings per week if required.

Responsibilities common to all staff

You have a legal duty, so far as is reasonably practicable, to ensure that you do not endanger yourself or anyone else by your acts or omissions. In addition, you must cooperate with the College on health and safety matters and must not interfere or misuse anything provided for health, safety and welfare purposes.

The College aims to be a place in which people can work and study free from any form of discrimination. You are responsible for applying the College's Equal Opportunities Policy in your own area of responsibility and in your general conduct.

You are required to participate with the Appraisal process, engaging in the setting of objectives to assist in the monitoring of performance and the achievement of personal development.

All employees are required as part of their duties to take responsibility for safeguarding, Prevent and promoting the welfare of children and vulnerable adults.

Such other relevant duties commensurate with the post as may be assigned by your manager in agreement with you. Such agreement should not be unreasonably withheld.

Review

This is a description of the job as it is presently constituted. It may be reviewed and updated from time to time to ensure it accurately reflects the job required to be performed, or to incorporate proposed changes.

Person Specification

In order to be short-listed you must demonstrate that you meet all the essential criteria and as many of the desirable criteria as possible. Where we have a large number of applications that meet all of the essential criteria, we will use the desirable criteria to produce the shortlist.



All disabled candidates who meet the minimum essential criteria will be included on the shortlist

Qualifications		Essential	Desirable	How Assessed
1	Possess a minimum of a relevant Level 3 vocational qualification	●		A/C
2	Possess a PGCE/Certificate of education or equivalent teaching qualification	●		A/C
3	Possess a qualification in Maths and English levels 4 – 9(GCSE Grades A – C) or equivalent	●		A/C
4	Hold Assessor and/or verifier Awards or equivalent		●	A/C
Experience and knowledge				
5	Track record of successful teaching experience across a range of levels including up to level 3	●		A/I
6	Recent industry related experience relevant to the academic discipline	●		A/I
7	Detailed knowledge of relevant course subject matter and examination and assessment requirements	●		A/I
8	Understanding of value added and the use of progress performance measures	●		I
9	Experience of developing and maintaining external partnerships to enrich teaching and learning.	●		A/I
Skills & Abilities				
10	Ability to provide clear, direct and constructive written and verbal feedback	●		T
11	Ability to inspire, motivate and raise the aspirations of learners through high quality teaching	●		T
12	Competent in the use of technology to underpin learning and assessment and support the development of independent learning.	●		I

13	Ability to maintain a disciplined learning environment promoting high expectations of all learners.	●		T
Personal Characteristics		Essential	Desirable	How Assessed
14	Has high expectations of self and others	●		I/T
15	Takes responsibility for work activities and personal actions and delivers on commitments	●		I
16	Innovative in response to changing circumstances identifying and or implementing new or improved approaches	●		I
17	Builds positive relationship with others maintaining mutual trust, candor and respect	●		T
18	Does the right thing in the right way and is honest and transparent in their approach	●		T

Key

A	Application
I	Interview
T	Test
C	Certificate
P	Presentation

Vision, Mission and Values

Vision

To be the best College in the country.

Mission

To inspire, challenge and transform lives.

Values



Excellence

We have high expectations of ourselves and each other.



Accountability

We own what we do, learn from our mistakes and constantly seek to improve



Innovation

We seize opportunities and are bold and dynamic in our approach



Collaboration

We are one team and work hard to serve each other well



Integrity

We are honest and transparent and do the right thing in the right way

Main Terms and Conditions of Employment

Salary	£35,782 per annum – Plus substantial market supplement for an outstanding candidate
Holidays	43 days inclusive of 8 statutory bank holidays
Pension	Teachers' Pension
Contact Type	Permanent
Working Weeks	52
Hours of Work	Minimum of 37 per week
Teaching Hours	770 per year