#

# Job Description

# Course Team Leader – ICT and Media

Job Title: Course Team Leader – ICT and Media

Grade: HCUC Academic Pay Scale pt. 31 – 37

 School: School of Science, ICT and Media

Reporting to: Section Manager – ICT and Media

Base: Harrow on the Hill

# BACKGROUND

The post of Course Team Leader involves considerable subject-based and pedagogic knowledge and understanding, and it is therefore essential that the post holder has a motivation for keeping themselves up-to-date with developments in their professional area and also in the practices of teaching and learning. Lecturing includes all aspects of the learning process, including preparation and planning, and the assessment and evaluation of students. All post holders are expected to consistently review and assess their performance alongside colleagues and engage in positive and critical debate on pedagogic issues. All teaching staff must be committed to inclusive learning and ensuring that they take on the very best practice to meet individual learner needs including the promotion of equal opportunities. All staff are required to implement College policies. Further Education is an ever-changing service and all staff are expected to participate constructively in College activities and to adopt a flexible approach to their work. This job description will be reviewed annually during the appraisal process and will be varied in the light of the business needs of the College.

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# Main Scope of Post

**The Course Team Leader has responsibility for:**

* the organisation and development of Media/ICT curriculum
* making the best use of the team resources including staffing and consumables
* reviewing and promoting use of course materials and best practice within the course team to enhance the quality of learner experience
* assisting the Head of School in monitoring effective actions that positively impact on course performance
* liaising with appropriate College staff and external bodies in order to maintain quality

# DUTIES

**Course Team Leader Duties**

* To contribute to the development, planning and implementation of new initiatives within the Section.
* To assist in the monitoring and supervision of all teaching staff to ensure they are kept informed regarding all College and curriculum developments.
* To lead Course Team meetings on course delivery and pedagogy.
* To participate fully in the marketing of courses and promotional events both on and off site.
* To assist in the updating of statistical information required for attendance, retention and achievement.
* To take effective links with any relevant outside agencies to both secure student growth and progression.
* To take an active role in the reviewing of curriculum and quality procedures.
* To contribute to and monitor the deployment of resources, physical and human, within the team.

# Recruitment of Students

* Participate in open evenings and recruitment activities to ensure that potential applicants and students receive accurate information and guidance.
* Complete and contribute to the production of accurate information and fact sheets.
* Contribute to the development, promotion and delivery of the team’s marketing and recruitment strategies.

# Induction and Support for Students

* Carry out student inductions and contribute to the design of induction programmes.
* Produce the course handbooks.
* Assist the production of Schemes of Work
* Carry out academic progress reviews and targets, including the completion of necessary documents.
* Liaise with the SPAs and tutors to ensure the attendance, retention and achievement of students.
* Understand and keep up-to-date with student support and learning support arrangements, ensuring students have full information and making appropriate referrals.
* Where appropriate ensure that initial and diagnostic assessments are undertaken and that students receive effective learning support.
* Ensure that resources within your subject area are kept up-to-date and accessible to students and other staff in liaison with the curriculum managers and the College’s Learning Centres.
* Prepare students for employability, career progression and/or further education and training.
* Produce reports and attend events to provide information to parents/employers.

# Design and Delivery of Programmes

* To teach across a range of programmes in Media/ICT, specialising in ICT. Courses include ICT programmes at Level 1 to Level 5; Media programmes at Level 2 and 3.

* Prepare schemes of work, lesson plans and resource materials for teaching programmes.
* Utilise IT and learning technology to deliver elements of the curriculum.
* Prepare milestone assessment plans and schedules and ensure students are aware of expectations.
* Assess students’ progress regularly including the timely marking of work and giving feedback, both written and verbal.
* Enrich the curriculum to enhance quality of learner engagement and attainment
* Maximise student attendance on Media programmes.
* To ensure that students attend and achieve on all areas of their study programmes including maths and English and work experience.
* To integrate Maths and English into the curriculum.

# Curriculum Management

* Attend team meetings and College events as directed by managers.
* Keep records up-to-date, including the completion of registers, and other required documentation.
* Liaise with colleagues to ensure that new members of staff are fully inducted.
* Participate in the College’s staff appraisal scheme.

# Quality

* Carry out student questionnaires and elicit student feedback on the quality of teaching and learning.
* Contribute to course reviews including reviews of your subject area and the setting, implementation and monitoring of action plans.
* Set targets for achievement, retention and attendance and coordinate effective course team action to maximise these performance measures.
* Organise the internal verification and prepare for external verification, including sample/EV visits.

# Other

* Keep knowledge and skills up-to-date through self-study and undertake staff development and secondments relevant to professional needs.
* Participate and contribute to the College’s in- service development
* Promote Equal Opportunities and implement the College’s Equal Opportunities Policy.
* Provide a secure, safe and friendly learning environment including implementation of the College’s Health & Safety Policy and Safeguarding Policy.
* Complete all documents necessary to comply with College HR policies, e.g. sickness forms, appraisal forms, etc. and ensure all staffing records are kept up-to-date.
* Carry out any other duties commensurate with the scale and grade of the post.

**Course Team Leader – ICT and Media**

**Person Specification**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Essential** | **Desirable** | **How assessed?\*** |
| Qualifications |  |  |  |
| * Relevant degree
 | **✓** |  | Cert/AF |
| * An advanced level teaching qualification recognised by the FE sector (e.g. PGCE, DET)\*\*
 | **✓** |  | Cert/AF |
| Knowledge and Experience |  |  |  |
| * At least two years’ successful experience of teaching in the relevant subject area, including experience of delivering ICT
 | **✓** |  | AF/IV |
| * Some experience of leading/supervising a team
 | **✓** |  | AF/IV |
| * Experience of organising and implementing quality systems and procedures
 | **✓** |  | AF/IV |
| * Experience of curriculum design and development
 | **✓** |  | AF/IV |
| Experience of course or curriculum leadership in a subject outside own specialism |  | **✓** | AF/IV |
| Skills |  |  |  |
| * The ability to enthuse and inspire learners
 | **✓** |  | IV/P/T |
| * The ability to improve attendance and engage reluctant learners
 | **✓** |  | AF/IV/T |
| * Good classroom practice and pedagogic knowledge
 | **✓** |  | AF/IV/T |
| * Good communication skills, written and verbal
 | **✓** |  | AF/IV |
| * Good interpersonal skills
 | **✓** |  | IV/T |
| * Good IT skills and ability to use IT effectively within the curriculum including online delivery of teaching, learning and assessment
 | **✓** |  | AF/IV |
| * Continuing professional development
 | **✓** |  | AF |
| * Commitment to learners and learner achievement
 | **✓** |  | AF/IV |
| * Commitment to implementing College compliance procedures and other policies
 | **✓** |  | AF/IV/P |
| * Commitment to Equality and Diversity and Safeguarding
 | **✓** |  | AF/IV |
| **Competencies** |  |  |  |
| *Academic staff should be able to demonstrate competency in all of the following areas:*Communication; Planning and OrganisingInterpersonal Sensitivity ; Adaptability/FlexibilityResults Focus |  |  | AF/IV |

\*Evidence of criteria will be established from:

AF = Application Form IV = Interview

T = Test/micro-teach Cert = Certificates (checked on appointment)

\*\*Qualifications that are equivalent to the Diploma in Education and Training (DET) include: DTLLS (Diploma in Lifelong Learning Sector); 7407 Stage 3/FE Certificate Stage 3; older Certificates in Education; Post Graduate Certificate in Education (PGCE) – FE and/or Secondary; any qualification bearing QTS is recognised as fully qualified for the FE sector.