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# Job Description

# Course Team Leader: Electrical Installation –

# Work Based Learning

Job Title: Course Team Leader: Electrical Installation – Work Based Learning

Grade: Academic Scale point 31 to 37

School/ Section: Construction

Reporting to: Head of School – Technical Apprenticeships

Base: Harrow Weald

# Main Scope of Post

The Course Team Leader will teach across a range of Electrical programmes and be responsible for the effective curriculum management of a range Work Based Learning programmes across Plumbing and Electrical Installation in the School of Technical Apprenticeships. This will include ongoing curriculum development and quality assurance. The postholder may be required to support full time provision.

Course Team Leaders have responsibility for:

* The organisation and development of the curriculum
* Contributing to improving the quality of the provision
* Making the best use of the team resources including staffing and consumables
* Gaining maximum funding and income through high levels of enrolment, retention achievement and attendance.
* Liaising with appropriate College staff and external bodies including employers.

# DUTIES

# 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.
* Interview potential applicants and contribute to the College’s interviewing schedules.
* Contribute to the development, promotion and delivery of the team’s marketing and recruitment strategies.
* Work with teams across the school in planning and delivering finance units.

# Induction and Support for Students

* Carry out student inductions and contribute to the design of induction programmes.
* Produce course handbooks.
* Carry out academic progress reviews, including the completion of necessary documents.
* Where appropriate act as a named tutor and liaise with the College’s Departmental Administrators 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 basic skills 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

* Teach on a range of programmes including the Level 3 Apprenticeship delivery, including both practical and theory sessions, primarily Electrical Installation. (The role will involve teaching approximately 21 hours per week. Teaching hours are calculated on an annualised basis).
* Prepare schemes of work, lesson plans and resource materials for teaching programmes.
* Utilise IT and learning technology to deliver elements of the curriculum.
* Prepare assessment plans and schedules and ensure students are aware of your expectations.
* Assess students’ progress regularly including the timely marking of work and giving feedback, both written and oral.
* Work towards the integration of students’ basic skills’ development in the delivery of teaching and learning.
* To ensure that students attend and achieve on all areas of their study programmes including maths and English and work experience.

# 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 apprised of requirements.
* Participate in the College’s staff appraisal and mentoring schemes.
* Liaise with employers and teams to ensure WBL learners are managed and supported.

# Quality

* Carry out student questionnaires and elicit student feedback on the quality of teaching and learning.
* Oversee the internal quality assurance process to meet the awarding body requirements
* Complete course reviews of your subject area and the setting, implementation and monitoring of action plans.
* Set targets for achievement, retention and attendance and participate in the College’s performance management programme.

**Course Team Leader Duties**

In addition to the role and responsibilities of a main grade lecturer the post holder will also have the following Course team Leader responsibilities.

1. To contribute to the development, planning and implementation of new initiatives.
2. To promote the College apprenticeship provision, manage employer relations and improve employer satisfaction in WBL against agreed targets.
3. To liaise with Employers and Assessors to design the work based learning programme to meet the employer needs.
4. To supervise assessors and lecturers working on WBL programmes, ensuring efficient delivery and timely progress.
5. To ensure the delivery of a quality learning experience to all students on WBL and vocational programmes, including IAG and pastoral elements.
6. To ensure that detailed tracking records are maintained for WBL and vocational learners in the department and to instigate timely interventions to ensure that learners meet framework achievement targets.
7. To self-assess the provision under your remit (programme reviews) in the relevant area, and to work with managers to implement timely quality improvement actions where necessary.
8. To undertake an internal verification case load where vocationally competent.
9. To update all records through case conferencing on a monthly basis.
10. To attend WBL strategy group meetings.
11. To ensure all learner files and records are up to date.
12. To assist in the monitoring and supervision of all teaching and non -teaching staff to ensure they are kept informed regarding all College and curriculum developments.
13. To lead team meetings and to lead on internal Quality Assurance meetings.
14. To participate fully in the marketing of courses and promotional events both on and off site.
15. To assist in the updating of statistical information required for attendance, retention and achievement.
16. To take effective links with any relevant outside agencies including employers to both secure student growth and progression.
17. To take and active role in the reviewing of curriculum and quality procedures.
18. To contribute to and monitor the deployment of resources, physical and human, within the department.
19. To contribute to the general development of the area.
20. To develop and enhance the commercial and full time provision to meet the needs of employers and market needs/ demands.

12. To attend all WBL meetings and complete all necessary documentation.

### OTHER DUTIES

1. To take an active part in the appraisal and mentoring processes.

2. To ensure a safe and secure learning environment, comply with all relevant Health and Safety regulations and assist the College in the implementation of its Health and Safety and Safeguarding policies.

3. To comply with and actively promote within their section the College’s Equality and Diversity Policy.

1. To participate in and contribute to the College’s in-service development and training activities.
2. To carry out all other duties as may be reasonably required.

# 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 practises 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.

**Course Team Leader: Electrical Installation - WBL** - **Person Specification**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Essential | Desirable | Assessed by: |
| Qualifications |  |  |  |
| * Level 3 qualification in Electrical Installation | **✓** |  | Cert/AF |
| * Assessor qualification (A1 or equivalent) | **✓** |  | Cert/AF |
| * An advanced level teaching qualification for the FE sector, e.g. DET, PGCE or equivalent\*\* | **✓** |  | Cert/AF |
| Knowledge and Experience |  |  |  |
| * Minimum of 2 years’ experience of successful teaching in Electrical Installation | **✓** |  | AF/IV |
| * Ability to plan courses, timetables and work schedules | **✓** |  | AF/IV |
| * Some curriculum development/co-ordination experience | **✓** |  | AF/IV |
| * Experience of organising and implementing quality systems and procedures | **✓** |  | AF/IV |
| * Experience of curriculum design and development | **✓** |  | AF/IV |
| * Experience of leading/supervising a team | **✓** |  | AF/IV |
| Background of working the Electrical Installation industry | **✓** |  | AF/IV |
| Knowledge and experience of Apprenticeships |  | **✓** | AF/IV |
| Other Skills/Attributes |  |  |  |
| * The ability to enthuse and inspire learners | **✓** |  | IV/T |
| * Good classroom practice | **✓** |  | IV/T |
| * Good organisational skills | **✓** |  | AF |
| * Good interpersonal skills | **✓** |  | AF/IV |
| * Good IT skills | **✓** |  | AF |
| * Ability to embed Maths, English and ICT within the curriculum | **✓** |  | AF |
| * Commitment to Equal Opportunities and Safeguarding in an education environment | **✓** |  | AF/IV |
| * Commitment to learners and learner achievement | **✓** |  | AF/IV |
| * Commitment to implementing College compliance procedures and other policies | **✓** |  | AF/IV |
| * Good communication skills, written and verbal | **✓** |  | AF/IV |
| * Evidence of continuous professional development | **✓** |  | AF/IV |
| * Commitment to learners and learner achievement | **✓** |  | AF/IV |
| **Competencies**  *Academic staff should be able to demonstrate competency in the following areas:*  Communication; Planning and Organising;  Interpersonal Sensitivity; Adaptability/Flexibility  Results Focus | **✓** |  | AF/IV |

**Evidence of criteria will be established from:**

AF = Application Form; IV = Interview

T = Test (Micro-teach/skills test); Cert = Certificates checked on induction

\*\*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.