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# Job Description

# Course Team Leader: Health and Social Care – Level 3 and Access

Job Title: Course Team Leader: Health and Social Care (Level 3 and Access)

Hours: 36 hours per week, 52 weeks per year

Grade: Academic Pay Scale pt. 31 - 37

School: Health & Social Care and Creative Studies

Reporting to: Section Manager: Health and Social Care

# 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.

**Main Scope of Post**

The Course Team Leader will teach across a range of programmes and be responsible for the effective curriculum leadership and assessment of a range of programmes in the Section, including ongoing curriculum development to meet employer and market needs and full time courses in line with current curriculum requirements.Courses within the section currently include: BTEC L1 Diploma in Health and Social Care; BTEC Level 2 Extended Certificate in Work Skills plus an Additional qualification OCN Level 1 Certificate in Health and Wellbeing; BTEC L2 Diploma in Health and Social Care; BTEC RQF Level 3 Extended Certificate/National Diploma in Health and Social Care; BTEC RQF Level 3 Foundation Diploma/Extended National Diploma in Health and Social Care and Access to Health and Human Sciences.

In addition to the generic duties above, the Course Team Leader – Health and Social Care will have key responsibility for overseeing the curriculum and assessment for the following programmes:

* Level 3 and Access

For the courses under their remit Course Team Leaders have responsibility for:

* The organisation and development of curriculum delivery, including Schemes of Work
* Planning and oversight of assessment including IV of assignment briefs and marking together with assessment tracking
* Supporting the Section Manager to make the best use of the team resources including staffing and consumables
* Supporting the Section Manager to gain 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

1. Participate in open evenings and recruitment activities to ensure that potential applicants and students receive accurate information and guidance.
2. Complete and contribute to the production of accurate information and fact sheets.
3. Interview potential applicants and contribute to the College’s interviewing schedules.
4. Contribute to the development, promotion and delivery of the team’s marketing and recruitment strategies.

# Induction and Support for Students

1. Carry out student inductions and contribute to the design of induction programmes.
2. Assist in the production of course handbooks.
3. Carry out academic progress reviews, including the completion of necessary documents.
4. Where appropriate act as a named tutor and liaise with the College’s Attendance Co-ordinators to ensure the attendance, retention and achievement of students.
5. Understand and keep up-to-date with student support and learning support arrangements, ensuring students have full information and making appropriate referrals.
6. Where appropriate ensure that basic skills initial and diagnostic assessments are undertaken and that students receive effective learning support.
7. 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.
8. Prepare students for employability, career progression and/or further education and training.
9. Produce reports and attend events to provide information to parents/employers.

# Design and Delivery of Programmes

1. To teach across a range of programmes in the Health and Social Care (21 hours per week).
2. Prepare schemes of work, lesson plans and resource materials for teaching programmes and oversee the preparation of these for courses within their remit.
3. Prepare assessment plans for courses taught and oversee the planning of assessment for courses within their remit including IV of assignment briefs and marking.
4. Oversee assessment tracking throughout the year for courses within their remit to support timely and high levels of achievement.
5. Utilise IT and learning technology to deliver elements of the curriculum.
6. Recognise and support the delivery of English and maths Functional Skill and GCSE qualifications as a key component of students Study Programmes.
7. Develop student’s literacy and numeracy skills through the embedding of these in teaching and learning.

# Quality

1. Carry out student questionnaires and elicit student feedback on the quality of teaching and learning.
2. Lead programmes reviews of courses within their remit and the implementation and monitoring of action plans.
3. Participate in the College’s formal Lesson Observation process on an annual basis, which requires at least one graded Lesson Observation to take place. Further Lesson Observations may be required under the College’s Capability Procedure.
4. Set targets for achievement, retention and attendance and for courses within their remit monitor progress towards achieving these including through close monitoring of assessment tracking.
5. To contribute to the development, planning and implementation of new initiatives within the Section.
6. 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.
7. To lead Course Team meetings and contribute to Section Area meetings.
8. To participate fully in the marketing of courses and promotional events both on and off site.
9. To assist in the updating of statistical information required for attendance, retention and achievement.
10. To take effective links with any relevant outside agencies including employers to both secure student growth and progression.
11. To take an active role in the reviewing of curriculum and quality procedures.
12. To contribute to and monitor the deployment of resources, physical and human, within the department.
13. To contribute to the general development of the Section.

### OTHER DUTIES

1. To take an active part in the appraisal and mentoring processes.
2. To comply with all relevant Health and Safety regulations and assist the College in the implementation of its own Health and Safety policy.
3. To comply with and actively promote within their section the College’s Equal Opportunities Policy.
4. To participate in and contribute to the College’s in-service development and training activities.
5. To carry out all other duties as may be reasonably required

**Course Team Leader: Health and Social Care**

**Person Specification**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Essential | Desirable | How assessed?\* |
| **Qualifications** |  |  |  |
| Degree in the relevant subject area (e.g.Nursing, Health/Social Care, Social Work, Sociology or Psychology) | **** |  | Cert/AF |
| An advanced level teaching qualification recognised by the FE sector (e.g. PGCE/DET or equivalent)\*\* | **** |  | Cert/AF |
| **Knowledge and Experience** |  |  |  |
| Minimum of two years’ successful teaching experience in the relevant subject area preferably including the Level 3 RQF programmes | **** |  | AF/IV |
| The ability to lead/supervise a team | **** |  | AF/IV |
| Some curriculum co-ordination and curriculum development experience | **** |  | AF/IV |
| Experience of organising and implementing quality systems and procedures | **** |  | AF/IV |
| Experience of delivering Functional Skills |  | **** | AF/IV |
| Knowledge of anatomy and physiology |  | **** | AF/IV |
| **Other Skills** |  |  |  |
| The ability to enthuse and inspire vocational learners | **** |  | IV/T |
| Good classroom practice | **** |  | IV/T |
| Good communication skills, written and verbal | **** |  | AF/IV |
| Strong administrative and organisational skills | **** |  | AF/IV |
| Good interpersonal skills | **** |  | IV/T |
| Good IT skills and the ability to deliver effective lessons remotely | **** |  | AF/IV |
| Ability to embed Maths, English and ICT effectively within the curriculum | **** |  | AF/IV |
| Tutoring experience | **** |  | AF |
| Self motivation | **** |  | IV |
| Commitment to Equality and Diversity 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 |
| Evidence of continuous professional development | **** |  | 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/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 that is recognised as fully qualified for the FE sector.