# 

# Job Description

# Course Team Leader – English – GCSE and Functional Skills

Job Title: Course Team Leader – English – GCSE and Functional Skills

Grade: Academic Pay Scale pt. 31 – 37

Reporting to: Section Manager: English – GCSE and Functional Skills

Base: Harrow-on-the-Hill/Harrow Weald Campuses

# BACKGROUND

GCSE and Functional Skills English is delivered across the college by a central team in the School of English, ESOL and Maths. This post involves co-ordinating the delivery of the GCSE and Functional Skills English curriculum to students on vocational programmes across the college.

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.

# Main Scope of Post

The Course Team Leader has responsibility for:

* the organisation and development of cross college GCSE and Functional Skills English
* making the best use of the team resources including staffing and consumables
* ensuring high standards of retention and achievement in line with expected targets
* Ensuring an effective student induction programme to maximise student engagement
* reviewing and promoting use of course materials and best practice within the course team to enhance the quality of learner experience
* assisting the Section Manager in monitoring effective actions that positively impact on course performance
* liaising with appropriate College staff and external bodies in order to maintain quality

# 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.
* 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.
* Assist in the production of course handbooks.
* Carry out academic progress reviews and targets, including the completion of necessary documents.
* Liaise with the College’s Attendance Co-ordinators 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 and Curriculum Management

* To teach and deliver GCSE English and Functional Skills English.

* Prepare schemes of work, lesson plans and resource materials for teaching programmes.
* Utilise IT and learning technology to deliver elements of the curriculum.
* Where appropriate advise and assist vocational curriculum teams in the embedding of English into vocational schemes of work.
* Prepare mocks and 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 GCSE and Functional Skills English, through close liaison with lecturers, Attendance Co-ordinators, vocational teams and parents/guardians.
* 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.
* Participate in the College’s performance management programme.

# Other

* Keep knowledge and skills up-to-date through self-study and undertake staff development and secondments relevant to professional needs.
* 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 Safeguarding/Prevent and Health & Safety Policies.
* 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 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 within the Section.
2. Lead on the GCSE and Functional Skills Assessment Healthcheck, in liaison with the Section Manager.
3. To assist in the monitoring and supervision of all part-time teaching and non -teaching staff to ensure they are kept informed regarding all College and curriculum developments.
4. To lead Course Team meetings on course delivery and pedagogy.
5. To be a role model for the course team.
6. To participate fully in the marketing of courses and promotional events both on and off site.
7. To assist in the updating of statistical information required for attendance, retention and achievement.
8. To manage speaking and listening completion, sample preparation and uploading of information onto the Awarding Body system in a timely manner.
9. To take effective links with any relevant outside agencies to both secure student growth and progression.
10. To take and active role in the reviewing of curriculum and quality procedures.
11. To contribute to and monitor the deployment of resources, physical and human, within the team.
12. To contribute to the general development of the GCSE and Functional Skills English

provision.

### 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 – English – GCSE and Functional Skills**

**Person Specification**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Essential | Desirable | How assessed?\* |
| Qualifications |  |  |  |
| * Relevant degree | **✓** |  | Cert/AF |
| * An advanced level teaching qualification (e.g. PGCE, DET)\*\* | **✓** |  | Cert/AF |
| Knowledge and Experience |  |  |  |
| * Minimum of two years’ experience of teaching GCSE English and Functional Skills successfully, preferably including experience of teaching 16-18 year olds in Further Education | **✓** |  | AF/IV |
| * Some experience of leading/supervising a team | **✓** |  | AF/IV |
| * Knowledge and experience of implementing strategies to raise attendance, retention and achievement of learners | **✓** |  | AF/IV |
| * Experience of curriculum design and development | **✓** |  | AF/IV |
| * Experience of organising and implementing quality systems and procedures | **✓** |  | AF/IV |
| * Ability to teach English at Level 3 |  | **✓** | AF/IV |
| Skills |  |  |  |
| * The ability to enthuse and inspire students | **✓** |  | IV/P |
| * The ability to improve attendance and engage reluctant learners | **✓** |  | AF/IV |
| * Good classroom practice and pedagogic knowledge | **✓** |  | AF/IV |
| * Good communication skills, written and verbal | **✓** |  | AF/IV/P |
| * Good interpersonal skills | **✓** |  | IV/P |
| * Good IT skills and ability to use IT effectively within the curriculum | **✓** |  | 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 |
| * Commitment to Equal Opportunities and Safeguarding | **✓** |  | AF/IV |
| **Competencies** |  |  |  |
| *Academic staff should be able to demonstrate competency in all of 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 = Presentation/microteach 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 that is recognised as fully qualified for the FE sector.