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# Job Description

# Course Team Leader – IT and Media

Job Title: Course Team Leader – IT and Media

Grade: Academic Pay Scale pt. 31 – 37

Section: IT and Media

Reporting to: Section Manager –IT and Media

Base: Harrow

# BACKGROUND

The IT and Media section at Harrow College offers BTEC, OCR, T Levels and HNC/D IT courses and is based at the Harrow-on-the-Hill site. The post of Course Team Leader involves considerable subject-based, Quality assurance, key performance indicators 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 has responsibility for:

* the organisation and development of the IT and Media curriculum to assist the Section Manager
* making the best use of the team resources including staffing and consumables
* ensuring high standards and levels of enrolment, retention and achievement in line with expected targets
* 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 and 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
* developing effective strategies for extracurricular activities and engaging employers in the curriculum design and development.

# 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.

# 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, including the completion of necessary documents.
* 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.
* 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

* To teach and deliver a range of programmes, including BTEC, OCR, T Levels and HNC/D IT courses
* 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 integrate the delivery and assessment of Functional Skills into the curriculum.
* Prepare 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 oral.
* Work towards the integration of students’ basic skills’ development in the delivery of teaching and learning.
* Enrich the curriculum to enhance quality of learner engagement and attainment

# 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 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, attendance and extracurricular activities such as enrichment programmes and employer engagement 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 Health & Safety 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 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. Be a role model for the course team.
3. Support the Section Manager with health check and external verification processes
4. 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.
5. To lead Course Team meetings and contribute to Section and School meetings.
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 maintain effective links with any relevant outside agencies to both secure student growth and progression.
9. To take an active role in the reviewing of curriculum and quality procedures.
10. To contribute to and monitor the deployment of resources, physical and human, within the department.
11. 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 Safeguarding/Prevent and 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 – IT and Media**

**Person Specification**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Essential | Desirable | How assessed?\* |
| Qualifications |  |  |  |
| * Degree in a relevant subject
 | **** |  | Cert/AF |
| * Level 5 level teaching qualification recognised by the FE sector e.g. PGCE, DET
 | **** |  | Cert/AF |
| Knowledge and Experience |  |  |  |
| * Successful experience of teaching IT and/or Media subjects up to and including Level 3
 | **** |  | AF/IV |
| * Experience of team working and preferably some experience of leading/supervising a team
 | **** |  | AF/IV |
| * Experience of organising and developing the curriculum
 | **** |  | AF/IV |
| * Knowledge of how to influence course performance
 | **** |  | AF/IV/P |
| * Experience of implementing systems and procedures to ensure quality is maintained
 | **** |  | AF/IV |
| Skills/Qualities  |  |  |  |
| * The ability to enthuse and inspire students
 | **** |  | IV/P |
| * Good classroom practice and pedagogic knowledge
 | **** |  | AF/IV/P |
| * 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, including effective delivery of remote learning
 | **** |  | AF/IV/P |
| * Commitment to own continuing professional development
 | **** |  | AF/IV |
| * Commitment to learners and learner achievement
 | **** |  | AF/IV |
| * Commitment to implementing College compliance procedures and other policies
 | **** |  | AF/IV/P |
| * 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 OrganisingInterpersonal Sensitivity; Adaptability/FlexibilityResults Focus |  |  | AF/IV |

\*Evidence of criteria will be established from:

AF = Application Form; IV = Interview

P = Presentation/micro-teach at selection process 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.