

JOB DESCRIPTION COURSE MANAGER

1. **JOB TITLE:** Course Manager
2. **GRADE:** Sixth Form Colleges Spinal points A1–A3 plus Professional Standards Payment where applicable
3. **RELATIONSHIPS:** The Postholder
 - 4.1 is responsible to the Curriculum Area Manager
 - 4.2 will make and maintain productive, professional relationships with all members of the College and others from time to time co-opted to help and advise them.
4. **PURPOSE OF JOB:**

To ensure that all students in the subject area receive the best possible learning opportunities related to realistic achievable goals, appropriate to aspirations and ability and that staff in the Course Team are equipped and enabled to provide the best for their students.
5. **KEY TASKS:**
 - 5.1 Act as a personal tutor to a number of students.
 - 5.2 To take responsibility for addressing the learning needs of all students allocated to you.
 - 5.3 To participate as required in meetings with students, parents and colleagues.
 - 5.4 Co-ordinate the timetabling and development of curriculum in the subject area
 - 5.5 Supervise the teaching staff allocated to the subject area
 - 5.6 To lead the subject team in the development of teaching resources and of interesting and innovative approaches to teaching and learning within the subject.
 - 5.7 To monitor closely the progress of individual students in the subject area and of groups of students in line with the College's arrangements for monitoring and assessing students' progress and of reporting and recording such information.
 - 5.8 To keep abreast of subject and syllabus developments nationally so as to inform curriculum planning in the area.
 - 5.9 To market the subject area to prospective students of the College through liaison and promotion activities as may be required.

- 5.10** To lead and contribute to the overall work of the course team within the College including open evenings, field trips, enhancement programmes and extra-curricular activities as appropriate.
 - 5.11** To identify and shape the College's response to the professional development needs of teachers in the course team insofar as they relate to the teaching of the subject and the work of the team.
 - 5.12** To take responsibility for your own professional development and participate in the College's Performance Review and Development Scheme.
 - 5.13** As a line manager to take joint responsibility for the professional development of staff and conduct an annual review in line with the College's procedures.
 - 5.14** To manage the course budget ensuring courses are appropriately and cost effectively resourced.
 - 5.15** To operate as required the College's quality assurance procedures.
 - 5.16** To take responsibility for safeguarding and promoting the welfare of all students that you come into contact with.
 - 5.17** To contribute to the promotion of quality and individuality of all users of the college.
- 6.** This job description may be re-negotiated at the request of either the postholder or the Principal. Any additional duties allocated to you for which you may be in receipt of an allowance will be listed on a separate document attached to this job description.
- 7.** The duties and responsibilities of the post are subject to those detailed in the Statement of Conditions of Employment.