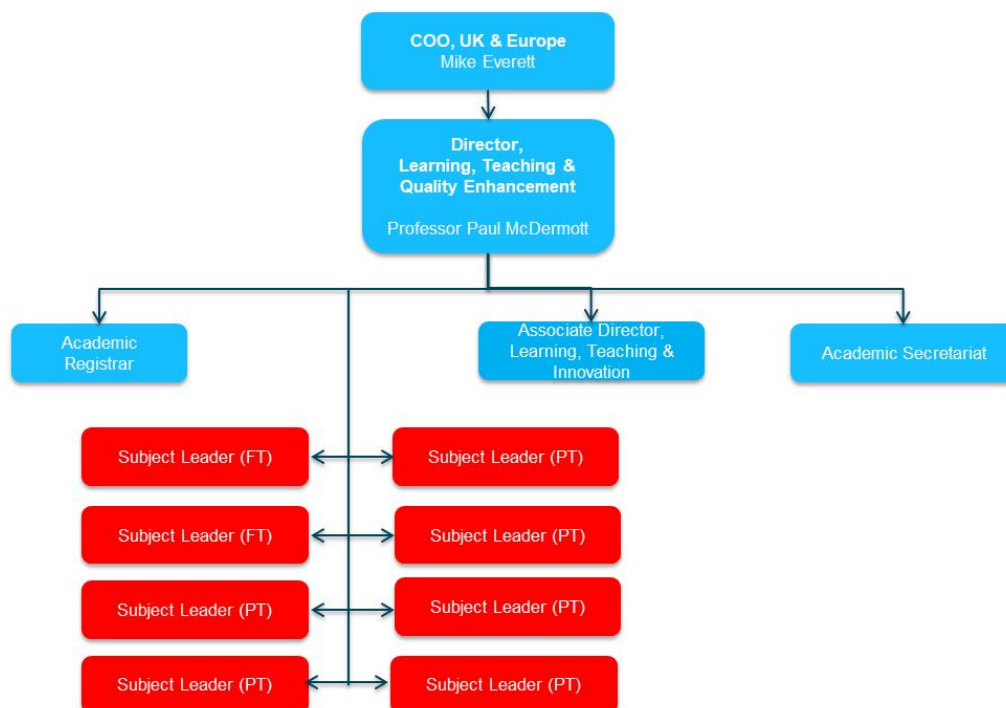


Position Description

Position Title:	<p>Bellerbys Foundation Subject Leader:</p> <ul style="list-style-type: none">• FT: Business (Economics 1 & 2, Business 1 & 2, Accounts, Marketing 1,2,3 Business Law 2,3)• FT: Maths (Pure maths 1 & 2, Statistics 1 & 2, Business Maths, Mechanics 1 & 2 and Computing)• PT: Humanities (Psychology 1,2 & 3 & Sociology 1,2 & 3)• PT: Social Sciences (Law 1,2 & 3, Politics 1,2 & 3, International Relations 1,2 & 3)• PT: Science (Chemistry 1&2, Matter & waves, Electricity)• PT: Life Sciences (Cell Biology, Physiology & Clinical Science)• PT: Art & Media (Art 1-6 and Media 1-6) <p>Full-time roles assume a 37.5 hour week; Part-Time roles will be based on a working week of between 0.4FTE and 0.6FTE depending on the subject area and individual preferences.</p> <p>It is assumed that full-time employees taking a part-time Subject Leader Role will continue to teach for the remaining hours of their existing contract (unless they wish to formally change to part-time status).</p>
Job Category:	Teaching & Learning
Division:	Bellerbys
Direct Manager:	DLTQE
Location:	Based in college closest to your current location with travel to Brighton, London Corporate or other Bellerbys College locations for meetings and student or staff activities
Direct Reports:	No reports
Date Approved:	April 2018
Approved by:	Professor Paul McDermott



Org Chart:



Job Purpose:

To lead the academic development and annual monitoring of all modules on the pathway relevant to the cognate subject area. Provide support and training to those delivering the modules in the subject field and ensure the integrity and quality of assessments, the curriculum and the constructive alignment of the modules to the programme.

Other information:

These roles are available on a variety of terms:

1. Permanent Appointment
2. Fixed-Term tenure of up to 2 years.
3. Fixed-Term tenure of up to 2 years with an option to then become permanent.



Key Responsibilities

Student learning experience

- Liaise with University of Lancaster Link Tutors, Bellerbys University Partner and Bellerbys Foundation teachers to maintain the currency and quality of each module in the subject field to meet the needs of students progressing to their respective university degree programmes
- Maintain and update the VLE site for students to ensure that module sites are consistent with the Study Group VLE framework and that students are provided with additional support materials for each module of the subject area, assessment practice and resources to promote wider research or reading of their field of interest
- Deliver guest lectures to Foundation students on the Pathway at each of the 3 Bellerbys colleges

Teacher support

- Source, produce and update teaching and assessment materials for Bellerbys Foundation teachers for each module of the pathway and maintain the teacher VLE site for the pathway
- Provide subject related training and professional development to Bellerbys Foundation teachers through workshops and webinars, in liaison with college management
- Produce and contribute to a pathway handbook for new Bellerbys Foundation teachers to the pathway and update this as required

Assessment

- Organise and contribute to the writing of exam papers, mark schemes and other assessments for the modules in the pathway
- Organise the checking of the exam papers and liaise with external examiners to ensure the quality of assessments
- Oversee the production, printing and distribution of assessments for the pathway and ensure any erratum notices are sent in timely manner

Quality and standards assurance and enhancement

- Take responsibility for the academic development and appropriate diversification of the modules on the pathway (including revision of modules and the development of new modules) in consultation with link tutors and Bellerbys Foundation teachers using appropriate approval procedures
- Organise cross college moderation of assessments and resolve issues with the support of Bellerbys Academic Management
- Collect and analyse results of individual modules and the pathway to produce termly and annual reports for Bellerbys College Foundation Committee and to contribute to the Annual Monitoring Report for Lancaster University
- Attend steering meetings, BCFQC meetings and be present at any academic oversight visits including PAB meetings as required

Organisational Compliance:

The position holder must comply with Study Group policies and applicable laws including those in relation, but not limited to: Safeguarding and Prevent; Occupational Health and Safety; Anti-Discrimination and Harassment, Anti-Bribery and Corruption and those specifically relevant to the position and authority of the job holder.



Attributes:

- Commitment to the maintenance of the highest possible academic standards in curriculum and assessment
- High standards of integrity and honesty
- Strong planning, development and implementation skills
- Action orientated with close attention to detail and follow through
- Ability to communicate clearly and effectively.
- Ability to network and engage in advanced scholarly pedagogic activity

SELECTION CRITERIA:**Qualifications & Training**

- A Bachelor's degree
- Teaching qualification and/or Higher degree desirable

Experience Required:

- Experience of working independently with proven ability to manage own time, meet deadlines and take responsibility for continuous development
- Experience of setting learning outcomes, developing curriculums
- Experience of successfully leading on internal communication, which includes disseminating complex messages or changes to operations.
- Experience of working with international students learning in their second language
- Experience of data management and interpretation, quality assurance and curriculum development
- Experience of working across, up and down an organisation as well as with external partners and both national and international stakeholders.



Knowledge/Skills:	<ul style="list-style-type: none">• A sound understanding of UK further and higher education• Strong team-working skills and experience of team development.• Knowledge of the needs of international students• Excellent interpersonal and communication skills with the ability to communicate issues to a wide audience.• Flexibility and willingness to work under pressure to deadlines• Sound IT skills including MS Office and MS Excel and experience of working with databases.• A high level of emotional intelligence including: patience and perseverance, good listening skills and empathy, and an ability to stay calm and manage challenging situations firmly and fairly• Strong written and verbal communication skills, including a pleasant and professional manner• Willingness to learn and undertake professional development for oneself and to identify developmental opportunities for others
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