BARNSLEY COLLEGE

**JOB DESCRIPTION (REC 3)**

**Post Title: HE Pathway Leader for Engineering**

**Department:** Engineering

**Reporting to:** Programme Manager

**Grade:** T5

**Summary of the Post**

To act as a HE Pathway Leader for the department’s current and future HE provision and to teach on a range of courses.

To lead on the development of HE courses and methods of curriculum delivery to contribute to the overall growth and development of the department.

**Main Duties of a HE Pathway Leader**

*Recruitment*

* Work with Recruitment & Communications in the development of marketing materials to promote the course
* Ensure that the course remains current and reflects the needs of learners and the market place
* Recruit learners that have the appropriate skills/knowledge/ability to successfully complete the course.

*Student Support*

* Work with Student Services to ensure any learner’s additional support needs are met
* Ensure pastoral and academic support is in place outside of the main course of study.
* Ensure that the learners have a HE experience at the College

*Teaching & Learning*

* Ensure an effective induction programme is in place
* Develop a curriculum plan that meets the needs of the programme/modules/units of study
* Facilitate learning through lectures, seminars, tutorials and directed study
* Undertake the assessment of learners work

*Quality*

* Liaise with awarding body (or institution). Attend appropriate meetings. Ensure that all documentation is returned accurately and timely. Ensure the course conforms with all the requirements of the awarding body (or institution)
* Ensure quality systems are in place for the assessment of learners
* Ensure external examiners are appointed and associated examination board operate within the guidance provided
* Ensure academic standards are maintained across the programme
* Ensure that all staff are appropriately qualified and have the appropriate expertise to deliver the units/modules they are working on
* Maintain personal academic currency
* Lead in the development of a course Self Evaluation Document (SED) and contribute to development of the College SED
* Track/monitor learner performance across the course
* Identify appropriate work placement opportunities
* Line manage other staff where appropriate

*Student satisfaction*

* Monitor learner satisfaction and respond accordingly

*Finances*

* Provide and deliver a course business plan
* Manage, where appropriate, the course budget and associated staff

**Standard Duties in all College Job Descriptions**

* Engage in the implementation of College Quality systems
* Show a commitment to diversity, equal opportunities and anti-discriminatory practices
* Ensure that all information is secured, used and maintained in line with internal and external standards including ensuring that confidential information is processed in line with the Data Protection Act and College policies
* Participate in relevant and appropriate training and development as required
* These duties may be amended from time to time by the line manager in consultation with the post holder

**Departmental Specific Duties**

* Oversee the development of top-up degrees within the department, liaising with HEIs, as appropriate.
* Ensure the smooth transition to new qualifications
* Monitor progress against recruitment targets and take appropriate action to ensure that these targets are met.

**Line Management**

*If your job includes line management you may be asked to line manage members of staff who spend most of their time working on the course or courses that you lead. This will usually be either Instructors, Associate Teachers or support staff who are central to the course or courses you are leading. If you are asked to line manage staff, your manager or Head of Department will discuss this with you and ensure you are supported and receive appropriate training.*

**Course Development**

As a pathway leader you may be involved in the development of existing or new courses individually or as part of a team. You may be asked to contribute to the development of a course or to lead a small team to develop a new course. Where new course development makes up a significant part of your duties, your line manager will discuss with you how to balance your overall workload.

**Method of Working**

Barnsley College expects all staff to work effectively as part of a team or teams, delivering high quality education and support to staff and students. As a minimum this requires dealing with people politely and tactfully, communicating with colleagues and students both formally and informally, offering guidance and information in accordance with College guidelines, policies and procedures when requested and contributing to the maintenance of the Barnsley College environment. In order to do this staff are expected to make themselves aware of the relevant policies and procedures. All staff are required to maintain confidentiality as required.

**Public Relations**

Considerable importance is attached to the public relations aspect of all work undertaken by Barnsley College staff. It is a prime objective therefore that staff will at all times project to the public the image of the College as keen to assist wherever possible, and positively promote the work that is carried out across its various services.

**PERSON SPECIFICATION REC 4 – HE Pathway Leader**

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| **Specification** | **Essential** | **Desirable** | **Examples Measured by** |
| **Education and Training**  Formal qualifications and relevant training | * Relevant qualification at least one level above(or working towards) the level of the pathway that is to be led * Cert Ed, PGCE, Level 5 Diploma, membership of the HEA or a willingness to work towards * Level 2/GCSE maths and English qualifications (C or above) | * Second degree (Masters/PhD) * Evidence of recent research and the publication of academic papers | Application Form  Documentary Evidence  References |
| **Work Experience**  Ability to undertake duties of the post | * A minimum of three years’ experience teaching or supporting students on a HE/FE programme in this subject area | * Successful leadership of a Higher Education programme * Experience of delivering HE in a FE setting * Effective line management of staff * Effective budget management | Application Form  Interview  Performance of task / test at interview |
| **Skills and Knowledge**  Includes abilities and intellect | * Academic expertise in the subject area * Understanding of the requirements of study on a HE programme * Understanding of assessment in HE * Ability to give clear and constructive feedback to students to guide learning. * Excellent verbal and written communication skills | * Understanding of the funding of HE * Understanding of HE quality assurance * Knowledge of a range of teaching methodologies. * Understanding and knowledge of the pastoral needs of learners * Ability to devise strategies to improve attendance, retention, achievement and success rates. * Knowledge of curriculum review, development and planning strategies as appropriate. * Finance and budget management skills | Application Form  Interview  Performance of task / test at interview |
| **Personal Qualities**  Includes any specific physical requirements of the post – (subject to the provisions of the Equality Act) | * Professional, flexible, organised and motivational approach to work. * Good time keeping * Commitment to inspirational teaching and instructing. * Commitment to developing personal skills. |  | Application Form  Interview  Performance of task. |
| **Suitability to work with children, young people and vulnerable adults**  Issues relating to safeguarding and promoting the welfare of children, young people and vulnerable adults | * Motivation to work with HE learners * Ability to form and maintain appropriate relationships with learners * Emotional resilience with challenging behaviours |  | Interview  References |