OAKLANDS COLLEGE

Applied Science Coordinator

37 hours per week
Up to £33, 174 per annum
42 Days Holiday per year plus Bank Holidays
Auto Enrolment into the Teacher's Pension Scheme
Welwyn Garden City Campus

Are you enthusiastic about motivating and inspiring students to fulfil their potential?

This is an exciting opportunity to work in our new STEM build co-ordinating and teaching Applied Science on our level 2 and level 3 Science study programmes. The successful applicant may also be required to teach on our HE and Access courses.

We are looking to appoint a dynamic and engaging lecturer who is dedicated to ensuring our students succeed and reach their full potential. You will be part of the team and will have the opportunity to make a real difference to the future of our students, enabling them to progress on to higher education or employment. The successful candidate will need to have experience in teaching applied science and also tutoring level 2 and 3 students.

You will be required to assist in the development, design, review and evaluation of the Applied Science study programmes and associated learning materials. Applicants must have previous experience of teaching BTEC Science.

The college offers a structured induction programme for those new to teaching, you will be paired with an experienced mentor. You will gain broad experience in a teaching environment from enrolment, SAR process to results day. The college is a friendly environment, which offers excellent support, placing strong emphasis on continuous professional development. It is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment.

Job Description

CAREER FRAMEWORK TEACHING RELATED
JOB TITLE - COORDINATING TEACHER OF (DESIGNATED NEED)

REPORTING TO HOD
SUMMARY OF POST
To co-ordinate a range of courses or programmes in a designated area.

KEY RESPONSIBILITIES
- Fully co-ordinate nominated courses or programmes as requested by the Head of Department*
- Co-ordinate and liaise with external awarding bodies and verifiers
- Represent the College at external marketing events
- Co-ordinate IV for the given subject area/s
- Carry out administration tasks relevant to co-ordination duties, including: interview planning and parent evening invitations.
- Attend course team meetings
- Be responsible for application and adherence to quality standards related to curriculum activities, including assessment planning and programme development.
- Lead and support colleagues in the development of full cost courses for industry.
- Ensure statistics for recruitment, attendance and achievement are accurately monitored for nominated programmes; work effectively with MIS/Exams and act upon information where necessary
- Complete course/programme related documentation relating to quality assurance and improvements – eg programme logs.
- Be aware of and follow College policies and procedures, with particular attention to health and safety, safeguarding, risk management, equality and diversity, quality and our values and behaviours. You will be required to attend training as necessary and update own CPD record.

*(*Whilst a coordinator is usually assigned a subject or group of courses, the needs may change over time depending on enrolments. The college reserves the right to reallocate the coordinator to different courses or programmes as required.)*

SHORTLISTING CRITERIA
- Holds the minimum of Level 3 subject specialist qualification or higher when necessary to teach the subject area at the required level and,
- Hold recognised level 5 teaching qualification (Level 5 Diploma in Education and Training or equivalent)
- Experience of planning and data management in a teaching and learning environment

Career Framework - Teaching Related
Job Title Co-ordinating teacher of (designated need)

PERSONAL ATTRIBUTES
- Ability to work well with students of all backgrounds
- Ability to work both collaboratively with colleagues and on their own initiative
- A flexible and solution-focused approach to work
- Drive and passion to implement curriculum developments

SKILLS AND EXPERIENCE
- Effective organisational skills (self and workload)
- Extensive knowledge of own subject area
- (in addition to teaching ability) effective verbal and written communication skills
- Proficient with software needed in role

In consultation with the postholder it is liable to variation by the Principal to reflect or anticipate changes, in, or to, the post and the organisation. The job description gives an overview of the main responsibilities of the role. The daily job will also involve any other duties and responsibilities, express and implied, which arise from the nature and character of the post.