**Post Title: Course Leader Higher Education (Health)**

**Responsible To: Head of Department**

**Grade: H31 – H35**

**Aims and Purpose of the Job:**

To act as course leader and to teach on a range of courses.

To provide course leadership to deliver high quality teaching, learning and assessment and guidance and support

**In order to achieve the main aims and fulfil the responsibilities of the post, the post holder will have the following duties:**

* Lead a course or courses and contribute to the review, planning and development of the curriculum.
* Develop new courses, curricula and/or methods of delivery, in collaboration with employers, as appropriate.
* Develop new teaching and learning materials.
* Be responsible for student retention, attendance, achievement, success rates, value added, progression and destinations for named courses/cohorts of students.
* Lead on the evaluation of provision through self-assessment and action planning
* Plan and prepare schemes of work.
* Formally teach on a range of courses through a variety of methods.
* Devise and apply a range of assessment activities.
* Verify and certificate work as appropriate.
* Provide tutorial support and guidance to learners as appropriate.
* Contribute to the enrolment and marketing processes for new and future learners including interviews, assessments, schools events and promotions.
* Undertake initial and diagnostic assessment of students.
* Monitor individual learning plans for learners and update them where necessary.
* Line management as directed by the Programme Area Leader/Head of Department

**General Expectations**

* Participate in annual appraisals of performance and regular reviews.
* Undertake any personal development necessary to ensure effective performance in the role.
* Undertake any additional duties that the Corporation may require within the scope of the post.
* Commit to and uphold the college’s environmental aspirations for sustainable learning provision.
* Ensure that the College’s Health & Safety Policy is adhered to at all times and take responsibility for general health and safety housekeeping within your work area.
* Ensure that the College’s Equality and Diversity policy is adhered to at all times and tackle or report discrimination and harassment wherever it occurs.

**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, Assessors, teaching staff 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 course 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**

Stockton Riverside College expects all staff to work effectively, both as individuals and as part of a team, delivering high quality education and support to students and staff. In doing so, the college expects all staff to display all of the core competencies as defined in the performance and development appraisal arrangements and to conduct themselves in a manner which befits their professional status and responsibilities.

**Public Relations**

Considerable importance is attached to the role the college plays in the local community and the relationships it has with schools, employers and other local stakeholders. It therefore follows that all staff are expected to work to maintain and develop these relationships at every opportunity by positively promoting the work of the College and the role it can play in supporting the aims of its stakeholders.

This Job Description is current at the date shown, and is a guide to the work the post holder will be required to undertake. In consultation with the post holder, it may be amended from time to time by the Corporation to meet changing circumstances. Specific targets and objectives will be agreed with the post holder and will be reviewed regularly as part of the performance management arrangements

The College is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all employees and volunteers to share this commitment.

**I acknowledge receipt of the above Job Description, detailing the duties and responsibilities of this post and confirm my acceptance of them.**

**Signed:** ……………………………………………………………… **Dated:** …………………………………………

**Print Name:** …………………………………………………………