



Coordinator in Sport

Full Time 37 hours per week

Based at the St Albans Campus

£31,267 - £37,342 per annum depending upon experience, qualifications and suitability

Permanent

42 days' holiday per year + bank holidays

Are you passionate, enthusiastic and driven to inspire and motivate a team to deliver a high quality student experience?

The successful candidate would be required to Coordinate and teach Level 3 Sport programmes, teaching across Level 3 and below. Experience of Coordinating programmes / courses and lead IV duties is essential.

Alongside your teaching you will carry out interviewing, guidance, initial assessment, selection and induction of students to learning programmes. You will be required to work as part of the course team in the development, design, review and evaluation of the curriculum and associated learning materials.

You should hold a minimum Level 3 subject specialist qualification or higher and have a 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 is desirable.

Please refer to the Job description below when making your application.

Closing Date: Sunday 18th March

Interview Date: Monday 27th March

Job Description

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.)

RECRUITMENT 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

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.