

Job Title:	Course Leader/Lecturer in Computing		
Department:	University Campus Oldham	Job Ref:	
Grade:	UCO 7 PT31-35	Position Type:	Full Time - Permanent
Responsible to:	Faculty Lead	Responsible for:	N/A

Job Description

University Campus Oldham (UCO) has an ambitious strategy to develop and grow its Higher Education and Professional Development portfolio and to maximise its economic and social contribution to Oldham and the wider City Region. We seek to appoint individuals who share our passion about UCO's potential to make a difference.

Main Purpose of Role

We are seeking a passionate Computing Course Leader that will deliver excellence in teaching and learning to support all students in meeting the needs of employers within the Computing sector. You will lead on the development and implementation of a dynamic, innovative and high quality, Higher Education offer. This is in partnership with our awarding bodies and will require liaising with employers and other stakeholders to promote the curriculum offer in order to meet the needs of the sector and upskilling the local community.

University Campus Oldham (UCO)

UCO is the part of Oldham College responsible for delivering higher education with provision validated by partner Universities and awarding bodies. UCO offers a range of programmes including Masters, Initial Teacher Education, Higher Nationals, Foundation Degrees, Foundation Years, Honours degrees, and professional qualifications. The main teaching areas and course leader responsibilities would be on the HNC/D Computing for England (Cyber Security) course validated by Pearson.

The ideal candidate will have experience of diverse teaching techniques and has delivered engaging teaching across Level 4 to 6 in at least 3 of the following areas:

- Programming (Python, Java)
- Database
- Operating Systems/Networking
- Digital Business/Ethics
- IT Project Management
- Data Analysis/Big Data/AI
- Cloud Computing
- HCI/UX/Web Development
- Cyber Security

The Computing Course Leader will develop a responsive approach to the local social, economic and environmental setting of Oldham and establish strong links with a range of employers and other stakeholders. These working relationships will promote a responsive curriculum and provide opportunities for enhanced teaching, learning and assessment for the students.

However, we would want you to be flexible enough to be able to teach in a broader context and have strong ideas about areas for personal development that might drive curriculum expansion within UCO. A crucial part of the role is contributing to student recruitment and employer engagement activities, with the help of the wider teaching team.

Main Duties and Responsibilities

You will be responsible to the Faculty Lead for the following:

- a) To plan, design and deliver engaging and high quality educational programmes in Computing and related disciplines within UCO
- b) To undertake a range of academic leadership duties associated with the curriculum design, delivery, assessment and the student experience
- c) To act as course and module leader
- d) To monitor and report on all aspects of course performance including maintenance of class registers and participating in the annual monitoring process
- e) To undertake course management and awarding partner link tutor responsibilities
- f) To actively engage in subject, professional and scholarly development activity in line with our strategic objectives
- g) To plan and deliver internal and external partnership activities to support transition, recruitment, employer engagement and curriculum development
- h) To attend and contribute to UCO team meetings, serving on appropriate committees as required
- i) To participate in the UCO appraisal process and undertake staff development activities as required

1. Preparation and Teaching

- 1.1 To contribute to the delivery and management of student learning within the curriculum area and related disciplines.
- 1.2 To support subject specialists in relation to programme delivery, assessment review, evaluations and development opportunities.
- 1.3 To develop innovative and stimulating teaching, learning and assessment materials for use in a range of delivery modes.
- 1.4 To be proactive in curriculum development including maintaining familiarity with the changing demands of the curriculum, assessment and customer needs and reflect these changes in the design, delivery and assessment of taught programmes.
- 1.5 To maintain up to date Programme Specifications, Schemes of Work and course materials for all courses/classes taught and prepare suitable teaching materials for delivery of courses.

1.6 To maintain and develop current and appropriate resources for all course units on the UCO and partner University VLEs and develop flexible opportunities for delivery and catch up.

2. Student Progress & Achievement

2.1 To monitor and support students with regular, constructive, written and verbal feedback on their progress.

2.2 To ensure that all administrative records, systems and support requirements are accurately maintained to meet the requirements/ standards set internally and by external partners.

2.3 To ensure preparation for assessment boards in a timely manner

3 Curriculum Development and Quality Assurance

3.1 To deliver curriculum development initiatives in the subject and related disciplines. To produce all documents in relation to such initiatives as required for validation purposes.

3.2 To act as subject/personal tutor to a group or groups of students and fulfill the associated responsibilities regarding target setting, reviewing progress, guidance and counselling, action planning, feedback and progression guidance and support.

3.3 To facilitate student engagement in all processes associated with course delivery and management

3.4 To improve quality in the area of responsibility through actions following feedback from students, line manager, peers, stakeholders and quality processes.

3.5 To participate in faculty and cross-campus development initiatives including sharing best practice as required, showcasing teaching and learning materials/methods used within own courses.

3.6 To monitor and maintain currency of all course related information

4 Team Responsibilities

4.1 To maintain professional and vocational currency through CPD, professional updating & contribute to the development of others as required.

4.2 To establish effective communication internally and externally across a range of stakeholders.

4.3 To monitor student recruitment, retention and achievement and take remedial action where necessary, including provision of briefings for recruitment colleagues and attendance at recruitment events.

4.4 To establish progression pathways for internal and external students and support associated activities

4.5 To support the provision of an adequate counselling, careers and educational guidance service within the framework of College policy.

4.6 To undertake any duties that may be specified and agreed commensurate with the level of the post

5 General

- All employees of Oldham College Corporation are required to actively promote and work within the policies, procedures, regulations and codes of conduct of the Corporation.
- All employees of the Corporation are required to work within and contribute to the achievement of the College strategic plan.
- To undertake such other duties that may be reasonably required commensurate with grade.
- Be committed to personal professional/vocational development and participate in the College's appraisal process and training and development activities as required. All employees of the Corporation are required to undertake such professional development and skills updating as required by the College and/or required by the changing demands of their role.
- To work flexibly, which may include evenings, open days, and possibly weekends.

Equality and Diversity:

- It is the responsibility of the post holder to promote equality and diversity throughout the College.
- The post holder will undertake their duties in full accordance with the College's policies and procedures relating to equal opportunity and diversity.

Health and Safety:

- To promote health, safety and welfare throughout the College.
- To undertake their duties and responsibilities in full accordance with the College's Health and Safety Policy and Procedures.

Safeguarding Children and Vulnerable Adults:

The College is committed to providing a safe environment in which children, young people and vulnerable adults can develop educationally, socially and emotionally, free from abuse, and expects all members of staff to share this commitment.

- It is the responsibility of the post holder to commit to safeguarding and promoting the welfare of children and vulnerable adults within the College.
- The post holder will undertake their duties in full accordance with the College's policies and procedures relating to safeguarding and promoting the welfare of children and vulnerable adults, e.g., dealing with learner issues i.e., safeguarding and referring on to specialist staff.
- This position is subject to an enhanced criminal records check from the Disclosure & Barring Service (DBS) and will be subject to satisfactory clearance of this check.
- If this position is classed as Regulated Activity, it is subject to an Adult & Child barring check.

This job description is a summary of the key areas of responsibility. It is not a definitive list. The details contained in this job description, particularly the principal accountabilities, reflect the content of the job at the date the job description was prepared. It should be remembered however, that over time, the nature of individual jobs will inevitably change; existing duties may be lost, and other duties may be gained without changing the general character of the duties of the level of responsibility entailed.

You are required to work flexibly to meet the needs of the service and along with your line manager, make suggestions to vary the scope and application of your responsibilities within a reasonable framework appropriate to this level of post.

The College will expect to revise this job description from time to time and will consult with the post holder at the appropriate time.

Prepared By:	Adam Connell	Date:	10/04/25
Reviewed By:	Susan Holden	Date:	25/4/25
Reviewed By:		Date:	

PERSON SPECIFICATION

POST: Course Leader

The following person specification has been developed to provide candidates with a general understanding of the main standards of competence and experience we believe are essential to successful performance in this job role.

You should, therefore address these key areas in your application submission providing evidence wherever possible.

You should be aware that this organisation takes very seriously its commitment to serving our students, staff and the wider community through staff who are themselves motivated towards delivering a quality service and whose approach at all times reflects a professional customer care oriented approach. We regard these qualities as essential and will only appoint staff who can support the College in promoting an ethos of equality for all within our developing multicultural diverse organisation.

Assessment: Items marked with a * are short listing criteria, all other criteria will be assessed at interview and/or by other assessment methods.

<u>Qualifications</u>	<u>Evidence Required</u>
ESSENTIAL:	
Good honours degree in a relevant discipline or equivalent professional qualifications.	*
A recognised teaching qualification.	*

Fellowship of the Higher Education Academy (or willingness to seek recognition within 2 years.)	*
Proven experience in delivering engaging teaching across levels 4 to 6 in relevant subject areas.	*
<u>Qualifications</u>	<u>Evidence Required</u>
DESIRABLE:	
Masters level qualification in a related discipline or equivalent professional qualification.	
<u>Skills, Knowledge & Experience</u>	
ESSENTIAL:	
Experience of partnership activities and stakeholder engagement activities.	*
Track record as an effective and innovative teacher.	*
Good understanding of student needs and a track record of developing and delivering high quality outcomes for students.	*
Experience of data collection and analysis in employment or education and comprehensive knowledge of the curriculum specialism including professional links.	*
Evidence of providing a high quality learning experience including effective use of learning technologies in delivery and design.	*
Experience of raising recruitment, retention and achievement rates of students	*
<u>Skills, Knowledge & Experience</u>	
DESIRABLE:	
Experience of module and/or course management.	*
Experience of course development and approval	*
Evidence of working with stakeholders to develop educational programmes	*
Track record of contributing to quality improvement.	*
<u>Attitude & Motivation</u>	
ESSENTIAL:	
Enthusiasm, vision, drive, adaptability and resilience	
Able to demonstrate a passionate approach to teaching and learning	*
Able to lead by example in promoting UCO's vision and holding high expectations of self, staff and learners	
Able to use creativity and imagination to anticipate and solve problems	

A “can-do” approach focused on achievement and continuous improvement	
Able to think strategically and work in collaboration with others towards strategic goals	
Other Work Related Requirements ESSENTIAL:	
Able to work flexibly to meet the needs of the organisation	