

Job Description

Directorate	Curriculum & Quality
Department	Technical Skills
Section	Hairdressing
Job Title:	Course Leader
Grade:	CL Scale (£33,000 to £35,427 wef 1 August 2019)
Reports To:	Curriculum Manager
Responsible For:	N/A

Teaching Commitment: 770 hours per year

Key Responsibilities

- Ensure your teaching develops outstanding learners.
- Work with the staff in your delivery team and the Progress Coach, under the management of the Curriculum Manager, to ensure that annual key performance indicators are achieved consistently across your designated curriculum area.
- Implement appropriate feedback and assessment systems in line with the College's expectations.

Key Accountabilities

- Attainment of key performance indicators for a designated curriculum area, with particular focus on:
 - Learner recruitment and the number of learners retained, including those within the first six weeks;
 - Learner progress;
 - Attendance and punctuality, including to maths and English lessons;
 - Compliance with the Study Programme;
 - Progression to further learning and into employment.
- Produce timetables which are centred on the learners' experience, match the expertise of the staff and promote efficient use of College resources.
- Manage internal and external verification activity for designated programmes, ensuring all activity is undertaken in line with the College's expectations and in a timely manner, with accurate moderation of assessment decisions.
- Deliver well-planned, fun and unmissable teaching, presenting the subject matter as part of an ambitious, coherently planned and sequenced plan of learning, the understanding of which is checked and addressed systematically so that you are confident that learners are building knowledge and acquiring skills to achieve curriculum outcomes that support progression to future learning and employment.
- Develop assessments and mark students' work in accordance with College policy and check understanding by providing clear, direct and constructive feedback which addresses misconceptions and enables students to embed and develop their knowledge and skill.
- Provide managers with accurate, timely and up-to-date written and verbal reports about the performance of your curriculum.

Key Tasks:

Quality of Education

- Provide academic leadership to colleagues within the curriculum area, coordinating the work of others.
- Lead the use of high quality resources and teaching materials, both physical and virtual, across designated programmes, which meet course specifications and learning outcomes for the curriculum area.
- Promote and monitor the use of technology effectively, including the College's virtual learning environment, to enable independent learning.
- Keep up-to-date with relevant course subject matter, industrial and commercial developments, course examination and assessment requirements and relevant legislation.
- Lead by example to ensure all lessons commence promptly in accordance with the timetable and all teaching time is fully utilised to maximise learning, escalating concerns where appropriate.
- Maintain a teaching environment, across a designated programme area, which allows learners to focus on learning that reflects the ambitious intentions for the curriculum.
- Plan and effectively deploy the additional support provided by Academic Support Workers to support teaching, learning and assessment.
- Oversee the development, standardisation and usage of initial assessments, to accurately determine learners' starting points and continually monitor that substantial and sustained progress is being made.
- Create a course handbook and induction material to inform learners of the required standards in line with the awarding body.
- Take part in the College's quality assurance processes – for example, the Course Review and self-assessment process – and prepare relevant information and statistics, as required.
- Work with the Curriculum Manager to develop and review the curriculum offer in line with local, regional and national needs.

Behaviour and Attitudes

- Consistently apply College standards, encouraging positive behaviour to promote high expectations of all learners and supporting the development of a College culture which is free from bullying, harassment or discrimination.
- Maintain a fair and disciplined learning environment, setting clear expectations for behaviour and addressing concerns in a timely manner following College policies and procedures.
- Consistently challenging lateness and attendance concerns, working with learners to build resilience and find solutions to individual challenges, directing learners to relevant College support services, if relevant.
- Embed career-related employability skills through high quality teaching and learning to support progression.
- Identify and support internal and external activities and events which provide opportunities for students to further develop their skills, knowledge and social responsibility.
- Be the first line of escalation to addresses behaviour concerns in line with College policies and procedures.

Personal Development

- Participate in the development of external partnerships in order to enrich teaching and learning and enable learners to develop knowledge and skills beyond the qualification.
- Provide opportunities for learners to develop their character, confidence and resilience to promote physical and mental wellbeing.
- Work with staff from Student Experience to ensure that learners' attendance to centralised personal development sessions is maximised.

Other

- Participate in parents' evenings, school liaison work, meetings with employers, examination board moderators/assessors/verifiers or representatives of Higher Education, as required.
- Assist in admissions activities such activities as open events, learner experience days and employer engagement events.
- Collaborate with the College's Marketing team to celebrate student achievements.
- Ensure the timely and accurate completion of MarkBook, registers, study programme hours and other relevant systems by lecturing staff in the curriculum area.
- Undertake cross-College exam invigilation as required
- Ensure the timely completion of qualifications in the curriculum area
- Ensure the timely claiming of achievements and certifications.

Impact of Role:

Successful delivery of the role will impact most significantly on the achievement of the following Strategic Aims:

- The 'Curriculum' Aim: Provide a challenging, well-thought-out and evidence-based curriculum offer that reflects local need and is implemented with integrity and in the best interest of all learners
- The 'Teaching' Aim: Deliver fun and unmissable lessons that learners enjoy, attend and which support them to make progress and achieve their potential

Special Features:

Undertake teaching on a maximum of two evenings per week if required.

Miscellaneous:

You have a legal duty, so far as is reasonably practicable, to ensure that you do not endanger yourself or anyone else by your acts or omissions. In addition, you must cooperate with the College on health and safety matters and must not interfere or misuse anything provided for health, safety and welfare purposes.

You are responsible for applying the College's Equal Opportunities Policy in your own area of responsibility and in your general conduct.

You have a responsibility to promote high levels of customer care within your own areas of work.

You are required to participate with the Appraisal process, engaging in the setting of objectives in order to assist in the monitoring of performance and the achievement of personal development.

Such other relevant duties commensurate with the post as may be assigned by your Manager in agreement with you. Such agreement should not be unreasonably withheld.

Review:

This is a description of the job as it is presently constituted. It may be reviewed and updated from time to time to ensure it accurately reflects the job required to be performed, or to incorporate proposed changes.

Person Specification



Job Title:	Course Leader (Hairdressing)
Directorate:	Curriculum & Quality
Department:	Technical Skills
Section:	Hairdressing



In order to be short-listed you must demonstrate that you meet all the essential criteria and as many of the desirable criteria as possible. Where we have a large number of applications that meet all of the essential criteria, we will use the desirable criteria to produce the shortlist.

All disabled candidates who meet the minimum essential criteria will be included on the shortlist

	Attributes	Item	Relevant Criteria	How Identified	Essential/ Desirable
1	Skills & Abilities	1.1	Ability to motivate, support and lead the work of a curriculum team co-ordinating effort to meet Key Performance Indicators	T	E
		1.2	Ability to provide clear, direct and constructive written and verbal feedback which enables students to embed and develop their knowledge and skill.	T	E
		1.3	Ability to deliver well planned, fun and unmissable teaching.	I	E
		1.4	Ability to maintain a disciplined learning environment promoting high expectations of all learners.	I	E
		1.5	Ability to work independently and as part of a team in order to deliver individual and team objectives.	I	E
		1.6	Competent in the use of technology to underpin learning and assessment and support the development of independent learning.	I	E
2	General & Special Knowledge	2.1	Possess sufficient breadth and/or depth of specialist knowledge to lead the curriculum provision and teach on programmes in the area.	I	E
		2.2	Understanding of value added and the use of progress performance	I	D

		2.3	measures. Detailed knowledge of course subject matter and examination and assessment requirements for curriculum area.	I	E
3	Education & Training	3.1	A minimum of a level 3 qualification in a related area.	A/C	E
		3.2	A Cert Ed or equivalent	A/C	E
		3.3	Level 2 English and Maths qualifications (or equivalent)	A/C	E
4	Relevant Experience	4.1	Full or part-time teaching experience in Hairdressing with learners aged 16 – 19 and adults	A	E
		4.2	Experience of utilising assessments outcomes to accurately determine learner starting points and support substantial and sustained progress.	A	E
		4.3	Experience of developing high quality resources and teaching materials which meet course specifications and learning outcomes.	A	E
		4.4	Experience of effectively maintaining a disciplined learning environment and addressing any behaviour concerns in a timely manner.	I	E
		4.5	Experience of developing external partnerships to enrich teaching and learning.	A	E
		4.6	Experience of successfully leading a team to achieve targets.	A/I	E
		4.7	Evidence of having contributed significantly to programme and curriculum management.	A/I	E
5	Special Requirements	5.1	Possess a clean driving licence	C	D

Key:	How Identified	A	Application
		I	Interview
		T	Test
		C	Copy of Certificates
		P	Presentation