



JOB DESCRIPTION

Job title:	Course Leader – Carpentry and Joinery
Accountable to (line manager):	Programme Area Lead
Scale:	L31- L35
Workload:	37 Hours

Core expectations

- Ensuring Tone of Voice is consistent;
- Few rules and clear boundaries – an organisation concerned with student-focused decision making;
- Transparency, empowerment and accountability – a delegated model of authority as opposed to ‘command and control’;
- Decision making as near to the frontline as possible – responsive, learner focused.

Components of the job

1	Lead a course or courses and contribute to the review, planning and development of the curriculum.
2	Develop new courses, curricula and/or methods of delivery, in collaboration with employers, as appropriate.
3	Develop new teaching and learning materials.
4	To be responsible for student retention, attendance, achievement, success rates, value added, progression and destinations for named courses/cohorts of students.
5	Lead on the evaluation of provision through self-assessment and action planning
6	Plan and prepare schemes of work.
7	Formally teach on a range of courses through a variety of methods.
8	Devise and apply a range of assessment activities.
9	Verify and certificate work as appropriate.
10	Provide tutorial support and to support and guide learners as appropriate.
11	Contribute to the enrolment and marketing process for new and future learners including interviews, assessments, schools events and promotions.
12	Undertake initial and diagnostic assessment of students.
13	Monitor individual learning plans for learners and update them where necessary.
14	Line management as appropriate

General Expectations

1	Participate in annual appraisals and regular reviews of performance.
2	Undertake any personal development necessary to ensure effective performance in the role.
3	Undertake any additional duties that the line manager may require within the scope of the post.
4	Adhere to college and awarding organisations quality assurance processes

5	Commit to and uphold the college's environmental aspirations for sustainable learning provision.
6	Ensure that the Health & Safety Policy and general safety requirements are adhered to at all times, and take responsibility for general health and safety housekeeping within the workplace.
7	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.

Departmental Specific Duties

1	Delivery of all aspects of Trade Skills related courses. To support apprenticeship delivery, recruitment and monitoring.
2	To support any 14-16 programmes within the CESI.
3	To provide classroom cover across CESI when required.
4	Provide management support as required.
5	Develop full cost provision and links with employers within this area.

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 its various communities and specifically the relationships it has with schools, employers and other 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 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 and/or Principal 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.

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:			



Personal Specification

Personal attributes required	Essential (E) or Desirable (D)
Qualifications:	
Certificate in Education/PGCE or equivalent (or willingness to work towards)	Essential
Relevant Construction qualifications at Level 3 or above.	Essential
English and maths at level 2 (minimum)	Essential
Knowledge of Awarding Bodies standards.	Essential
Relevant industrial experience	Essential
At least 2 years recent experience of working within an appropriate vocational or educational field.	Essential
Evidence of continuous professional development and a willingness to undertake appropriate CPD	Essential
Internal Verifier qualifications, TDLB, D32, D33, D34, TAQA or A1 and V1 or willingness to undertake.	Desirable
First Aid Qualification.	Desirable
Knowledge of assessment methods and relevant recording systems.	Desirable
FE knowledge and experience.	Desirable
Knowledge, skills and abilities:	
Experience in delivering and assessing a Construction related Occupations	Essential
Knowledge of curriculum review, development and planning strategies as appropriate.	Essential
Ability to develop and implement effective quality assurance and performance management in relation to teaching and learning	Essential
Ability to devise strategies to improve attendance, retention, achievement and success rates	Essential
Good verbal and written communication skills	Essential
The ability to use IT to its maximum potential	Essential
Awareness of Health and Safety issues.	Essential
Supportive ability to give clear and constructive feedback to students to guide learning	Essential
Line management experience	Desirable
Other:	

Ability to inspire and motivate others to achieve the highest personal and professional standards	Essential
Commitment to educational excellence: a relentless focus on improving teaching, learning and assessment and an uncompromising ambition to drive up standards	Essential
Ability to work as a member of a team with the ability to lead as well as support to achieve positive outcomes	Essential
Ability to cope with the pressures inherent in the post, i.e. rapid pace of change and meeting demanding deadlines	Essential
Good oral and written communication skills	Essential
Responsive and flexible	Essential
Target driven	Essential
Excellent organisational skills	Essential