

Job title	Course Leader
Contract	Permanent
Salary	TBC
Location	Purfleet, Essex
Responsible to	Director of Curriculum and Quality
Direct reports	Learning Coach
Works with	English, Maths and ICT Teachers, Internal Quality Assurers, Pastoral & Welfare Lead, Training Co-ordinator and Business Development Manager
Date	July 18

National College for Creative Industries/The Backstage Centre

The National College Creative Industries was incorporated in September 2016 to develop industry led high level technical skills within the Creative and Cultural Sector. The Backstage Centre is a commercial trading subsidiary of the National College which hosts leading technical facilities located at High House Production Park in Purfleet, Essex, where the National College for Creative Industries is located.

Role Overview

A Course Leader is responsible for a student base of approximately 40-50 students, undertaking teaching, assessment and associated support ensuring outstanding delivery and outcomes for students.

The role will involve the following:

Working with Learning Coaches, Industry Mentors and Pastoral & Welfare Leads to support students, identifying training needs and skills gaps, and identifying delivery to be developed to support and address these gaps. Deliver high; quality driven teaching to a diverse range of students in both FE Level 3 and HE Level 4 programmes. Tutoring, assessing, reviewing, developing and guiding students to successful completion.

Contributing to the planning and delivery of the National College's Creative Industry programme that aims to reinforce the values and behaviours employers require in industry. Implementing suitable delivery of induction and on programme learning enabling independent learning as well as provide informed and up to date careers, job opportunities, and apprenticeships.

Conform with the Ofsted Inspection Framework and develop and deliver outstanding Teaching and Learning Outcomes

Aid the appropriate use of our e-learning systems across the College.

Ensure quality assurance standards are met in line with college policy and are compliant with the standards set by all relevant awarding bodies.

Key responsibilities

- To act as Programme Leader and to deliver outstanding teaching on various programmes
- To thoroughly plan and evaluate the effectiveness of teaching.
- To accurately assess and monitor student work to assure high achievement and progression as an assessor or in a moderator or IV capacity.
- To provide effective tutorial and pastoral support.
- To contribute fully to divisional and College teams including sharing best practice and being involved in developing the curriculum.
- To maintain high quality records and provide timely information.
- To teach, relevant to subject specialism.
- To assure full compliance within the Division and more broadly across the College with key policies, notably the Student Code of Conduct, Single Equality, Health and Safety and Safeguarding.
- To take an active part in the marketing operations of the College including the recruitment and admission of students.
- Support the development of our online learning environment and practical training delivery for industry specialism, ensuring content is high quality and relates to current industry practice
- To commit to continuous professional development to maintain high professional standards and subject specialisms.
- To carry out such other duties as the Principal may reasonably request.

Delivering business needs

- **Methodical planner** who accurately manages the detail within a range of student projects.
- **Empathetic Leader** who enables students to reflect, track and evaluate their progress.
- **Results focused individual** who pin points and delivers interventions that make a real difference to the student.

Make things happen through people

- **Target setter** who sets high standards, smart objectives and develops individual learning plans.
- **Proactive team member** who assertively contributes to building strong working relationships across the College
- **Negotiator** who plays a key role in brokering successful solutions in the best interest of the student
- **Relationship builder** who encourages collaborative attachments with internal staff across the organisation

Achieve organisational success

- **Specialist Advisor** who diagnoses and takes account of the full range of options and develops a personalised learning plan for each student's specific needs.
- **Monitor evaluator** who keeps track of student's performance, attendance and progress.
- **Responsible professional** who promotes a compliant environment by exercising due diligence and the avoidance of potential risks

Managerial effectiveness

- **Excellent Leader** who motivates the team to deliver and succeed through the setting of targets and PDR's
- **Strong communicator** who adapts their style and method of communication to suit a range of audience and locations
- **Organise and flexible individual** who prioritises tasks and manages their time efficiently
- **Motivator** who engages and leads students using a range of techniques most appropriate to their learning styles

Principle Accountabilities

- To be responsible for delivering learning for students within the curriculum areas.
- To deliver group tutorials, supervision of technology assisted learning and facilitates assessment activities.
- To ensure the maintenance and safekeeping of resources.
- To lead students in research activities across a broad range of mediums
- Planning and coordinating the personalised learning plans and routes and destinations for each of their students;
- Supporting students to reflect on and evaluate their progress, setting personalised targets; tracking and completion of ILPs
- Lead and deliver core projects, to ensure that all programme outcomes and requirements are delivered;
- Providing guidance to students in the development of their destination plans and understanding of the progression routes available to them.

Planning, training, mentoring and assessing

- Deliver training and tutoring for the students in a relevant industry specialism
- Ensure all students have an Individual Learning Plan that meets the need of the student
- Carryout Initial Assessments and diagnostic testing to identify need and inform delivery plans
- Support students and action plan accordingly, ensuring all relevant reviews are conducted and documented
- Students with Additional Learning Needs are identified, reported and supported accordingly
- Track all students and report at risk students as early as possible working with Pastoral & Welfare Lead to support them to achieve
- Ensure all assessments are valid, quality driven, appropriate and progressive
- Work with external verifiers to ensure that the quality of delivery is maintained

Delivering and/or supporting English/maths and ICT

- Embed English and Maths into all delivery to ensure students are improving in these areas at all times
- Ensure students are supported to gain functional /GCSE with relevant specialist staff
- Manage administration around delivery of functional skills exams

Support the development of online learning environment and practical training delivery for Industry specialism, ensuring content is high quality and relates to current industry practice

- Review modular content online to ensure it is pitched at an appropriate level and responds accordingly to unit criteria set by awarding body
- Identify, design and implement training to ensure our delivery is industry relevant and high quality
- Support the development and delivery of a blended learning model (including practical workshops and webinars) that ensures a high quality and well-rounded learning experience

Support the promotion of the National College, providing advice and guidance to schools/community across the industry

- Contribute to the development of student focused promotional materials
- Respond to school/community and student queries regarding delivery
- Promote our service at relevant open/recruitment days and industry events

Other Requirements

- Able to travel within the UK, and to work occasional unsocial hours.
- Maintain industry CPD to ensure skills and experience remain current
- Contribute to the cost-effective running of the college

This job profile provides a general description and is not intended to be comprehensive. It may be altered from time to time as required for business reasons, to meet the changing needs of the National College Creative Industries.

PERSON SPECIFICATION – Course Leader

	Essential	Desirable	Source of Evidence A/I/R/T
EXPERIENCE			
Experience in successfully delivering training within an FE/HE settings	√		A/I
Experience of managing a team to achieve targets	√		A/I
Industry experience of minimum of 3 years	√		A/I
Experience in Schools or Colleges or training provider settings		√	A/I
QUALIFICATIONS			
Degree or relevant professional qualification	√		A
PTLLS or other teaching qualification	√		A
Literacy and Numeracy Level 2	√		A/T
Administration/IT qualification		√	A
IQA/Assessor qualifications		√	A
KNOWLEDGE, SKILLS AND ABILITIES			
Administrative and organisation skills	√		A/I/T
Good time management	√		A/I/T
Good interpersonal skills	√		I
High achieving and continuously developing ways of improving service	√		A/I
To support the promotion of the National College, providing advice and guidance to the employers and increasing apprenticeship intake and employer involvement in Delivery Planning across the industry.	√		I
Support all students with their learning and development needs and completion of assessment	√		I
Ability to identify, design and implement training needs ensuring that our training is relevant and high quality.	√		I/R
Supporting the development of our online learning environment and practical training delivery for industry specialism, ensuring content is high quality and relates to current industry practice.	√		R/I/A
Commitment to integrity at all times	√		I
Ability to work efficiently	√		T
Ability to work on own initiative and pro-active	√		I
Ability to communicate effectively, written and	√		I/T

spoken at various levels to different audiences			
Professional and approachable	√		I
Ability to promote the National College, providing advice and guidance to employers/schools/community and increasing the intake of students.	√		I/A
OTHER REQUIREMENTS			
Awareness and strong commitment to equal opportunities and the promotion of diversity.	√		I
Ability to work to quality standards.	√		I/R
Have a current and clear DBS Check which provides evidence of suitability to work with children and vulnerable adults	√		I/R

Assessment Criteria: A = Application, I = Interview, T = Test, R = References