Job Description

Job Title: Course Leader (Subject Specialist)	Service Area: Our Newham – Learning & Skills	
Directorate: Community Wealth Building	Post Number: Fusion	Evaluation Number: 6725
Grade: PO2	Date last updated:	

People at the heart of everything we do
We are committed to putting people – Newham residents and Council staff – at the heart of all we do. Our approach is a collaborative joint enterprise between residents, the Mayor, Members, Council staff and the Corporate Management Team.

Equality and diversity
We are committed to and champion equality and diversity in all aspects of employment with the London Borough of Newham. All employees are expected to understand and promote our Equality and Diversity policy in the course of their work.

Protecting our staff and services
Adherence to health and safety requirements and proper risk management is required from all employees in so far as is relevant to their role. All employees are expected to understand and promote good health and safety practices and manage risks appropriately.

Corporate parent
We believe that every member of staff working for Newham Council should understand and fulfil our corporate parenting responsibilities for our looked after children that we have under the Children and Social Work Act 2017.

Background
Newham Community Wealth Building

Newham has launched its Community Wealth Building strategy, underpinned by the principles of economic, social and environmental justice; so that long-term prosperity, wellbeing and fairness for all our residents in the Borough is achieved.

As well as attracting growth and investment into the borough, the Council's Community Wealth Building (CWB) strategy will help unleash the potential of residents, businesses and the voluntary sector because they are the source of wealth and talent that will drive a fairer and more prosperous Newham.

The CWB strategy will help the Council tackle injustices residents face with an unrelenting focus on poverty in the Borough, as well as addressing racial and gendered disparities that exists.

Overall Purpose of Job

The post holder will provide subject specialist knowledge and expertise to support tutors and managers within their specialism to enable their curriculum area to achieve excellent outcomes for learners; and to develop and grow in line with the Our Newham – Learning & Skills Curriculum Strategy to become a leading provider of lifelong learning in London and beyond. They will support curriculum innovation to provide outstanding learning, teaching and assessment.

To post holder is also expected to provide high quality teaching and learning experiences, provide advice, guidance and support to tutors and learners and ensure quality compliance for all courses within their subject area.

Job Summary

Grade	PO2.
Teaching requirement:	828 contact hours per academic year
Responsible to:	Our Newham – Learning & Skills Curriculum Manager
Responsible for:	No line management responsibility

Key Tasks and Accountabilities:

Key tasks and accountabilities are intended to be a guide to the range and level of work expected of the post holder. This is not an exhaustive list of all tasks that may fall to the post holder and employees will be expected to carry out such other reasonable duties which may be required from time to time.

Plan, design, deliver, assess, evaluate and manage course activities within the designated subject area(s), providing the highest levels of quality in the delivery of teaching, learning and assessment to students at all levels within the organisation's curriculum.

1. Teach the agreed courses in a flexible and creative way, utilising digital technologies and other resources as appropriate and in line with the organisation's digital inclusion approach and Learning, Teaching and Assessment Policy.

2. Undertake approximately 828 annualised hours of teaching every year including tutorials as required. (The amount of teaching required by the post holder can be flexed depending on the amount of provision and operational needs).

3. Deploy a wide range of teaching and student-centred learning strategies that ensure (a) the most effective learning, retention, achievement and progression of students, and (b) the most effective use of teaching time and other resources.

4. Follow Our Newham – Learning & Skills quality assurance procedures by maintaining and completing up-to-date group profiles, course outline forms, lesson plans, schemes of work, records of assessment of students' progress and achievement, evaluation data on course activities and tutor course reports.

5. Ensure that the right level of support is given to every individual through a series of regular reviews, progress reports and completion of the Individual Learning Plan. Ensure students receive outstanding pastoral support and that all students' learning needs are assessed and met.

Model best practice and support and inspire all teaching staff in the designated subject area, provide relevant guidance and information, and support the organisation in effectively developing outstanding learning environment.

6. Model excellent practice in own teaching, keep up-to-date in the subject specialist area and seek to develop new skills in others and self in order to ensure our delivery is inspiring, innovative and brings the best learning experiences to our students.

7. Providehigh quality induction and advice and information to students on the requirements of the course programme and possible progression routes.

8. Work with others in delivering high quality teaching, producing schemes of work, lesson plans and use digital technologies as appropriate and ensure that teaching resources and activities are inclusive and value diversity.

9. Undertake all required course administration and support others with the same, including maintaining a course register and checking students' enrolment status, schemes of work, handouts, assessment tools and individual lesson plans appropriate to the needs, interests, experience and existing knowledge of the learners in the class.

Ensure internal quality assurance processes within the designated subject area are followed and effective and support high levels of achievements of our students.

10. Work closely with tutors, Curriculum Managers, Quality Assurance Manager and Quality Lead to ensure that the processes of examinations and external accreditation are rigorous and robust. Ensure all learners are entered for examinations where appropriate.

11. Support the Lead IQA for your subject specialism and participate in internal verification processes as and when required.

12. Administer all paperwork in relation to the attainment of qualifications and where appropriate assist with the preparation of students for entry into relevant examinations.

13. Support others in providing detailed syllabus/course outline information, course handbook and an initial scheme of work for each course before commencement and update/maintain them as part of the course RARPA and documentation files.

14. Work with tutors to ensure monitoring, marking, and assessment of individual learners' work is completed in a timely manner against course syllabus and learning objectives, this includes moderation of work and meeting the requirements of awarding bodies.

Support managers to achieve the service's strategic objectives.

15. Work co-operatively with the programme area including supporting the manager in promotional and marketing activities for the programme and the courses taught and participating in departmental curriculum development on a yearly basis.

16. Provide timely and accurate information for a cluster of courses for the service's self assessment and development plans. Make effective use of service management information to monitor enrolment, retention, attendance, punctuality and progression within a cluster of courses in conjunction with the curriculum managers and ensure timely interventions occur if necessary, including withdrawals and transfers.

17. Ensure all courses within the assigned cluster meet and exceed national averages for success and teaching standards meet the relevant quality standards. Be responsible for monitoring and achievement of targets and conducting learning walks where relevant.

Other Duties

18. Attend relevant training and meetings as required.

19. Where appropriate participate in the recruitment, selection and appointment of staff.

20. Be committed to Continuous Professional Development (CPD), keeping up-to-date and meeting any annual requirement by the organisation for CPD or scholarly activity as appropriate

21. Contribute to the effective management and promotion of inclusion, equality and diversity; this includes using teaching materials and methods that are relevant to a diverse student group and embedding British values with your teaching in accordance with the Government's Prevent strategy.

22. Adhere to the professional standards for teachers and trainers in education and training as developed by The Education and Training Foundation.

23. Work in accordance with the Health & Safety at Work Act and Council safeguarding and Prevent procedures, ensuring the Council is a safe environment for staff, students and visitors.

24. Work at all times in accordance with the organisation's policies and procedures and Staff Competency Framework.

25. Carry out such duties as may be required from time to time by the organisation that are appropriate to the grade of the post.

Person Specification

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IMPORTANT INFORMATION FOR APPLICANTS

The criteria listed in this Person Specification are all essential to the job. Where the Method of Assessment is stated to be the Application Form, your application needs to demonstrate clearly and concisely how you meet each of the criteria, even if other methods of assessment are also shown. If you do not address these criteria fully, or if we do not consider that you meet them, you will not be shortlisted. Please give specific examples wherever possible.

EQUALITY AND DIVERSITY

We are committed to and champion equality and diversity in all aspects of employment with the London Borough of Newham. All employees are expected to understand and promote our Equality and Diversity Policy in the course of their work.

PROTECTING OUR STAFF AND SERVICES

Adherence to Health and Safety requirements and proper risk management is required from all employees in so far as is relevant to their role. All employees are expected to understand and promote good Health and Safety practices and manage risks appropriately.

CRITERIA- Essential	METHOD OF ASSESSMENT

KNOWLEDGE:	
Extensive teaching expertise and an excellent understanding of pedagogy within relevant subject	Application and Interview
A good knowledge and commitment to Safeguarding, Prevent Duty and Health and Safety as it relates to the Curriculum Area	Application and Interview
A good knowledge of equality and diversity matters with a proven track record of promoting diversity within curriculum.	Application and Interview
EDUCATION/QUALIFICATIONS	

An appropriate qualification at degree level or above (or equivalent) in a subject relevant to the Curriculum Area.	Application and Interview
An appropriate teaching qualification (DTLLS /PGCE / Cert Ed or Level 5 Diploma in Education & Training or equivalent) plus relevant continuous professional development.	Application and Interview

SKILLS AND ABILITIES: EXPERIENCE:	
A substantial academic background / credibility in one or more of the subject areas / sectors within the curriculum	Application and interview
Experience of working in an adult education or similar environment, with a commitment to the ethos of adult education and knowledge of current developments and issues in the sector.	Application and Interview
A proven, successful track record in providing high quality teaching and learning experiences for learners	Application and Interview
Experience of devising lesson plans/course outlines and schemes of work	Application and Interview
Experience in the use of learning technologies to facilitate quality learning and teaching	Application and Interview
Demonstrable ability and impact of improving student achievement.	Application and Interview
Thorough understanding of the Education Inspection Framework	Application and Interview
	Application and Interview
PERSONAL STYLE AND BEHAVIOUR:	
Excellent organisational skills with the proven ability to meet targets and deadlines.	Application and Interview
Excellent interpersonal skills with the ability to work as part of the wider organisation team and relate effectively with people at all levels of the organisation.	Application and Interview
Excellent written and verbal communication skills, with the ability to listen, analyse and express issues in a manner appropriate to the audience.	Application and Interview
Good IT skills with the ability to support teaching, learning and assessment in an online, classroom and blended environment.	Application and Interview
A strong commitment to learner success	Application and Interview

OTHER SPECIAL REQUIREMENTS:	
Willingness and ability to work flexibly and undertake evening duties on a regular basis and occasional weekend working as and when required	Application Form/Interview
Willingness to work independently as well as with any relevant stakeholders	Application Form/Interview
Duties undertaken by this post will require the post holder to have a fully enhanced DBS	Application Form/Interview
Understanding of confidentiality issues and how this is observed and maintained	Application Form/Interview
This post is exempt from The Rehabilitation of Offenders Act (1974).	Application Form/Interview