JOB TITLE:	**COURSE LEADER FOUNDATION LEARNING**
REPORTS TO:	**Programme Manager**
STAFF RESPONSIBILITY:	**None**
GRADE:	**Academic**
HOURS:	**37**
SALARY:	**£26,874 to £32,074 per annum**
WORK PATTERN:	**Full Time**
LOCATION:	**Oxford**
POST REFERENCE:	**OCVC/11/114**

COLLEGE MISSION STATEMENT
We aim to be inspirational and innovative, to foster personal development through learning and to be of value and economic significance to our communities.

JOB PURPOSE:

Course Leaders are responsible for the effective organisation of discrete programmes of study, maximising student achievement. Course Leaders are expected to work closely with Programme Managers in fulfilling these responsibilities.

KEY RESPONSIBILITIES:

1. You will teach up to a maximum of 792 hours per annum mainly within Foundation Studies.

2. You will ensure course review processes are thoroughly implemented for every course under your remit.

3. You will ensure that the programme of study complies with current validation requirements, and to keep Course Teams abreast of changes to these.

4. You will ensure that students on the course have access to Tutorial and study support as appropriate.

5. You will ensure that Course Teams meet regularly and are kept informed about specification requirements, assessment issues, student progress and all issues affecting the Course. To pass written records of Course Team meetings to Programme Managers, Curriculum Managers and Assistant Principals as appropriate.

6. You will be expected to co-ordinate Course Monitoring & Evaluation, and Internal Verification Files and Student Course Handbooks and ensure that all team members maintain individual student assessment schedules and track performance against this plan, as required by the college or the validating body.

7. You will need to liaise with validating agencies, and the Examinations Team to ensure that details about student registration, assessment, verification and accreditation are accurate and up to date.

8. You will co-ordinate systems for Internal Verification for the course so that you can undertake and lead Internal Verification and Standardisation of assessment within the Course Team to

ensure consistency, specifically relating to the requirements of the validating and examining bodies and to action any related staff training needs.

9. You will ensure that all course team members comply with college recording and course related administrative requirements, including the keeping of records of work, schemes of work, lesson plans, assessment schedules, registers, and student details.

10. You will ensure that the Planning and Funding Information Team and the Admissions and Initial Guidance Team the are given regular updates about Course timetables, registers and alterations to Course specifications

11. You will ensure that students in your area receive excellent student support including advice and guidance, interviewing, initial assessment and tutorial.

12. You will ensure that all students participate in the College's induction programme.

13. You will coordinate the work of Personal Tutors in monitoring and supporting students' academic progress, including collection and follow up on attendance, early leaver and destinations data.

14. You will assist Group Tutors and Programme Managers in maintaining student discipline, in line with the College Policies.

15. You will take part in parents evenings, Open Days, Marketing events, School tasters, etc., and to co-ordinate Course Team participation in these.

16. You will oversee and take part in the arrangements for interviewing and acceptance of students onto courses, in liaison with Admissions.

17. In liaison with Programme Managers, you will set and maintain Course entry criteria, in line with relevant College policies.

18. You will contribute towards planning timetables and rooming courses, in liaison with Programme Managers.

19. You will identify appropriate teaching staff to deliver courses, in liaison with Programme Managers and Curriculum Manager.

20. You will oversee ILT integration within the whole course curriculum as appropriate.

21. You will help lead and support staff and team development activities.

22. You will oversee Equal Opportunities integration within the course curriculum.

23. You will ensure a focus on student retention and achievement across all courses.

24. You will monitor recruitment retention, achievement and attendance data for your Course Team.

25. You will follow the cycle of quality monitoring and control, in line with the College's Quality Improvement Handbook.

26. You will conduct Annual Course Review Meetings and to follow up Action Plans resulting from these.

27. You will contribute to the College's Self Assessment and Development Planning process in liaison with the Programme Manager and Curriculum Manager.

28. You will undertake any other duties commensurate with the level of the post as may be required by the Principal.

29. You will carry out duties at all times in accordance with the College's equal opportunities and health and safety procedures.

30. You will promote by consistent example internally and externally the philosophy, values and behaviour of the College's mission.

31. You will be committed to supporting learners to develop their language, literacy, and numeracy skills.

Status of the Job Description
This job description is not incorporated into the employment contract. It is intended as a guide and should not be viewed as an inflexible specification as it may be varied from time to time in the light of strategic developments following discussion with the post holder. The post holder will be expected to work to agreed objectives which should facilitate achievement of the key responsibilities.

Diversity Statement
It is the Policy of Oxford and Cherwell College to recognise and encourage the valuable and enriching contribution, which people from a range of backgrounds and experiences can bring to the life and development of the institution. The College will, therefore aim to provide an education service which, in its teaching, administration and support services actively promotes equality of opportunity and freedom from discrimination on grounds of age, cultural background, disability, ethnicity, gender, religion or sexual orientation in both education and employment.

Health & Safety Statement
All employees have a responsibility to co-operate in promoting and maintaining a safe and healthy working environment, and to take reasonable care of their own health and safety at work and that of all other staff. Line managers have specific responsibility for the health and safety of their direct reports and other team members for which they have general management responsibility.

Safeguarding Statement
Oxford and Cherwell Valley College is committed to safeguarding and promoting the welfare of young people, and expects all staff and volunteers to share this commitment.

PERSON SPECIFICATION FOR: Course Leader – Foundation Learning

Qualifications and Awards	Essential	Desirable	How tested
Degree or equivalent and/or relevant vocational/professional experience	✓		Application form Certificates
Teaching qualification to teach in the Lifelong Learning Sector	✓		Application form Interview
Professional Knowledge and Experience			
Relevant teaching experience	✓		Application form
Excellent teaching track record	✓		Application form Micro-teach
Experience of teaching students on Foundation Learning Programmes	✓		Application form Interview
Evidence of continuing commitment to self-development through courses and work undertaken	✓		Application form Interview
Ability to provide effective curriculum delivery	✓		Application form
Technical Competencies and Skills			
An awareness of information technology and its benefits to learning	✓		Interview Micro-teach
Interpersonal skills, Intellectual Ability			
An understanding of how you and other people learn		✓	Interview
An awareness of teaching and learning best practice		✓	Interview
Ability to establish and maintain professional working relationships at all levels and across different curriculum areas		✓	Interview
The ability to lead, support and motivate a team	✓		Interview Application form
The ability to perform effectively and sensitively within a team		✓	Interview Group task
The ability to relate to a diverse range of people	✓		Interview
Very good written and oral communication and presentation skills		✓	Application form Interview
Personal Qualities and Circumstances			
Ability to acknowledge mistakes and learn from them	✓		Interview
Capable of challenging and being	✓		Interview

challenged			
Must demonstrate a commitment to development of personal language, literacy and numeracy skills appropriate to the post		✓	Interview

Prepared by Amanda Cherry Date: 23.01.12

Agreed by Human Resources……..Date……

Signed by Postholder……Date……