

LINCOLN COLLEGE JOB DESCRIPTION

Lincoln / Newark / Gainsborough

Post Title:	Learning and Skills Lead – Care and Early Years	Post Number:	LC1082F
Daily Supervision:	Head of Learning and Skills -Computing, Electronics, Health and Social Care, Hairdressing and Beauty Therapy	Grade:	Lead Scale 1 - 4
Department:	CHIB	Last Updated:	6/6/22

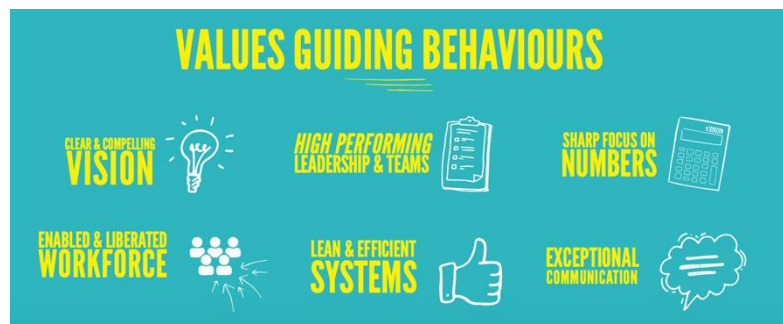
Our Vision:

To be an extraordinary organisation whose talented students, staff, governors and alumni ensure that it adds recognised social and economic value to its local communities by providing high quality education and training and making people exceptionally well prepared for work, potentially via higher education.

Our Mission:

Employer-led; producing a highly skilled and productive local workforce.

Our Cornerstones of Success & Values Guiding Behaviours:



Job Purpose:

1. To successfully lead and manage curriculum area teams through effective line management and performance management.
2. To assist with the management of the curriculum portfolio in order to meet the strategic objectives of the college, but particularly to improve success rates across all areas of the curriculum.
3. Work with the Head of Learning and Skills to set and achieve negotiated targets relating to student enrolments, quality of learning and overall success.
4. To coordinate IQA as prescribed by external verifiers and awarding organisations.
5. Working with the Head of Learning and Skills, contribute to the growth and development of the curriculum area to meet local and national needs.



PRINCIPAL DUTIES AND RESPONSIBILITIES:

1. To provide dynamic leadership, management and team work that contributes to a culture of high expectations.
2. To undertake academic leadership of the disciplines within the curriculum area, with responsibility for the line management and development of a team of staff.
3. To assist the Director of Education & Training Delivery and Head of Learning and Skills with curriculum development, resource deployment, staff development, marketing and customer care.
4. To be accountable for the effective organisation and coordination of study programmes and courses. This includes ensuring the team has a Scheme of Work prepared for each subject/module/unit in accordance with awarding organisation syllabi in college format.
5. To undertake 12 hours teaching per week commensurate with the role. This will include undertaking teaching activities, ensuring high quality provision in response to learners needs.
6. To observe learning, assessment and teaching within the Quality Assurance and Quality Improvement Framework across agreed curriculum areas to support appraisal and staff performance management.
7. To determine staff and course timetables within the curriculum area in consultation with the Director, Head of Learning and Skills and the Timetabling administrator.
8. To be responsible for monitoring retention, achievement and success and report to the Head of Learning and Skills.
9. To maintain an overview of student progress on Study Programmes.
10. To induct and mentor new staff as required.
11. To manage the day to day running of the curriculum area including the maintenance of effective course level administration as required by the awarding body, including the coordination of IQA.
12. To oversee the induction and enrolment process and provide a student course handbook.
13. To liaise with internal and external bodies as required.
14. To be responsible for organising teaching/class cover as appropriate.
15. To be responsible for the setting up monitoring and tracking tools for learners.
16. To chair regular team meetings.
17. To Prepare SAR and QIP by the college deadline date. This includes maintaining Score Cards with up to date information.
18. Coordinate arrangements for external and internal examinations.
19. To ensure support is put in place for any student who has identified a need for learning support.
20. To accept responsibility for the implementation of the College's Equal Opportunities policy.
21. To maintain professional standards and expertise by undertaking relevant professional development.
22. To conform with the Health and Safety requirements relevant to the post.
23. To contribute towards the development of an inclusive learning environment.
24. To be responsible for the safeguarding and promoting the welfare of children and vulnerable adults wherever applicable within the role.

N.B. This is not a complete statement of all duties and responsibilities of this post. The postholder may be required to carry out other lawful and reasonable duties as directed by a supervising manager.

PERSON SPECIFICATION

	Knowledge	PSM
1	Certificate in Education, PGCE or equivalent or the ability and willingness to obtain a level 4 professional teaching qualification within 2 years of commencing employment (4 Years for fractional posts)	A/I
2	Possession of a minimum of level 6 qualification	A/I
3	Internal verification qualification	A/I
4	GCSE Qualifications in English and Maths C / 4 or above	A/I

	Experience	PSM
5	Ability to demonstrate a strong record of performance and success of teaching in the relevant curriculum area	A/I/T
6	Recent successful experience of curriculum delivery, coordination/management & development within the curriculum area particularly in relation to improving success rates and teaching and learning	A/I

	Values Guiding Behaviours	PSM
7	A clear and compelling vision – experience of developing a vision and strategy in line with corporate objectives	A/I
8	High performing leadership and teams – demonstrable leadership and management skills ensuring optimal levels of performance and accountability	A/I/T
9	A sharp focus on the numbers e.g. proven commercial sense and financial acumen, course performance	A/I/T
10	Efficient processes and systems – proven ability to improve the efficiency and effectiveness of systems and processes	A/I
11	A liberated and enabled workforce – proven ability to motivate others to give their best	A/I/T
12	Exceptional communication – proven track record of excellent political, interpersonal and communication skills	A/I

	Additional Requirements	PSM
13	Evidence of 'championing' the Equality and Diversity agenda	A/I
14	Evidence of 'championing' the Health and Wellbeing agenda	A/I
15	Responsibility for safeguarding and promoting the welfare of children wherever applicable	A/I
16	A commitment to Health and Safety in the workplace	A/I

Prepared By:	Steve Horsfield
Date:	6/6/22

Proposed Selection Method Key (PSM)		
A = Application	I = Interview	T = Test