

## Job Description

<b>Group Member:</b>		Leeds City College	
<b>Job Title:</b>		Course Leader – PDBA	
<b>Reports to:</b>		Head of Department	
<b>Job Grade</b>	T3	<b>Department</b>	Animal Care and Land Management

### CORE RESPONSIBILITIES:

1. Responsible for retention, achievement, progress/value added, attendance and positive progression rates for an identified course or courses.
2. Maintain high quality and effective delivery of fundamental sessions across the delivery team.
3. Develop new teaching materials in line with the Printworks PDBA strategy
4. Responsible for developing new teaching materials in line with government policy, awarding organisation developments and student demand as well as local community, economic and employer requirements.
5. Deliver and assess essential knowledge and understanding to learners.
6. Plan, prepare and develop schemes of work, lesson plans, teaching and learning resources and assessment plans and ensure these are in place for all the course(s) teaching activity.
7. Help to ensure all team members maintain and update knowledge of the subject and / or vocational area.
8. Motivate and inspire students to achieve targets and develop their skills to enable progression.
9. Reflect on what works best in teaching and learning to meet the diverse needs of students and engage in scholarly activity.
10. Develop and adapt curriculum delivery with the course team to maximise its effectiveness and efficiency
11. Planning enrichment activities working closely with the central student life team. Enrichment activities could include but isn't limited to trips, residentials, workshops and guest lectures.
12. Ensure the department is compliant with central team for Learning Support Fund (LSF) applications in a timely manner.
13. Ensure that an effective induction programme is in place for all learners.
14. Work closely with the designated safeguarding lead (DSL)

### DEPARTMENTAL RESPONSIBILITIES:

1. Support departmental managers with the line management of staff when other managers are not available.
2. Ensure PDBA delivery is in line with the central PDBA team.

3. Work with colleagues in the student life team to ensure there is an effective enrichment strategy in place.
4. Lead on work experience in the department, working with the central work experience team to ensure all students have a placement and it is recorded on the centralised system.
5. Support student applications for Learner Support Funds, student loans and other education based financial benefits.

#### **GENERAL LUMINATE EDUCATION GROUP RESPONSIBILITIES FOR ALL STAFF:**

- Maintain and update knowledge of the subject/professional area and co-operate in any staff development activities required to effectively carry out the duties of the post.
- Comply with safeguarding procedures, including the promotion of the welfare of children and vulnerable adults.
- Comply with all relevant policies and procedures.
- Act with honesty and integrity to maintain high standards of ethics and professional standards.
- Use and promote restorative practice approaches.
- Comply with all legislative and regulatory requirements.
- Promote a positive image of the Luminate Education Group and member organisations.
- Any other duties commensurate with the level of the post, which may be required from time to time.
- Embody the Group's Values:

##### **Kindness**

*Creating communities where people can be authentic and true to themselves with support, trust and guidance from those around them*

##### **Ownership**

*Using our robust business planning model to allow areas to have clear ownership over their vision and performance*

##### **Enjoyment**

*Fostering environments that enable staff and students to be brave, interact and have fun*

##### **Collaborative**

*Proactively seeking opportunities to create synergies and positive outcomes for all*

##### **Passion**

*Encouraging all to have aspiration and passion in everything they do.*

##### **Creative**

*Always hungry to learn and looking ahead so we can be responsive*

## Person Specification

<b>Job Title:</b>	Course Leader – PDBA
<b>Department</b>	Animal Care and Land Management

The specific qualifications, experience, skills and values that are required for the role are outlined below. You should demonstrate your ability to meet these requirements by providing clear and concise examples on the application form. Each criteria is marked with whether it an essential or desirable requirement and at which point in the recruitment process it will be assessed.

Methods of Assessment:

A = Application Form, I = Interview, T = Test or Assessment, P = Presentation,  
C= Certificate, MT = Micro Teach

Qualifications and Attainments		
Essential (E) Desirable (D)	Criteria	Method of assessment
D	Q1. Holds a L5 Teaching Qualification (e.g. Cert Ed, PGCE)	A / C
E	Q2. Relevant highest level vocational qualification or degree in teaching subject	A / C
E	Q3. English and Maths at Level 2 or above and a willingness to improve in one or both disciplines to level 3 or above	A / I / C
E	Q4. Relevant up to date subject knowledge and recent delivery of PSHE	A / I / P

Experience and Knowledge		
Essential (E) Desirable (D)	Criteria	Method of assessment
D	EK1. Relevant experience, knowledge and skills to enable delivery of a range of levels across the curriculum, which demonstrates active learning and differentiated teaching styles.	A / I / MT

D	EK2. Experience developing creative learning materials for groups of learners	A / I / MT
E	EK3. Proven commitment to continuous professional development	A / I

Skills and Competencies		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	SC1. Ability to plan and deliver quality teaching across identified cohorts	A / I
E	SC2. Ability to work as a pro-active and supportive member of a team, with skills to lead in a particular area of the curriculum	A / I
E	SC3. Ability to inspire and motivate learners to achieve their best	A / I / MT
E	SC4. Exceptional verbal /written communication and interpersonal skills	A / I / MT
E	SC5. Ability to provide productive insight into the review process and development of identified courses	A / I
D	SC6. IT literate including knowledge of word processing, spreadsheets and databases i.e. Microsoft Word, Access and Excel and Google platforms	A / I / T

Behavioural, Values and Ethos		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	B1. Support and promotion of equality, diversity and inclusion	A/I
E	B2. Promotion of a safe environment for children, young people and vulnerable adults to learn in	I
E	B3. Commitment to the PREVENT agenda	I
E	B4. Commitment to professional standards	I
E	B5. Commitment to restorative practice approaches	I