



As one of the leading colleges in the UK, with significant strengths in health and social care, engineering, creative industries, construction, catering and digital, Northampton College is an inspiring place to work.

Our students come from all walks of life and so do we. We hire great people from a wide variety of backgrounds, not just because it's the right thing to do, but because it makes our organisation stronger. Why not join our dedicated team as a **Teacher with Coordination Duties - Professional Studies?**

<b>Job Title</b>	Teacher with Coordination Duties - Professional Studies
<b>Ref No.</b>	ME2425163
<b>Department</b>	Academic and Professional Studies
<b>Reporting to</b>	Curriculum Manager
<b>Location</b>	Northampton, Booth Lane Campus
<b>Salary</b>	In the range of £44,483 - £48,527 per annum pro-rata, actual salary in the range of £22,241 - £24,263 per annum Starting salaries will normally be aligned with the first point in the grade for the role. Only in exceptional circumstances, as determined by the College, will appointment to a higher point be considered. If you have any queries regarding the College's policy on this, please contact the recruitment team prior to submitting your application.
<b>Hours</b>	18.5 hours per week, 52 weeks per year annualised hours, 427.5 annual teaching hours.
<b>Contract Type</b>	Permanent

**We are committed to the safeguarding and welfare of all our students, we follow safer recruitment statutory guidance (Keeping Children Safe in Education).**

**If you are successful, you will be required to complete thorough pre-employment checks, including an enhanced DBS check and satisfactory references. All applicants must have the right to work in the UK at the time of application, as the College does not hold a sponsorship license.**

## REWARDS AND BENEFITS

As well as a great salary and friendly team you will also receive:

- ▶ 53 days annual leave, comprising 42 personal days, pro rata (1 September – 31 August), including 8 bank holidays and 3 closure days. The College reserves the right to designate up to 3 closure days per holiday year
- ▶ Discounts through membership of the NUS and Blue Light Card - ranging from Amazon Prime to eating out, fashion, beauty, entertainment and more.
- ▶ Eligible to join the Teachers' Pension Scheme (a defined benefit scheme including an employer contribution rate of 28.68%)
- ▶ Access to continued professional development
- ▶ Free parking and access to electric vehicle charging
- ▶ Multi gym and sports hall
- ▶ Confidential Employee Assistance Programme, offering a confidential phone line, a website and a downloadable app
- ▶ Access to the College's Wellbeing Hub
- ▶ Enhanced family friendly policies
- ▶ Generous sick pay and compassionate leave scheme
- ▶ Discounted hairdressing and beauty therapy treatments in our training salons (The Salon NC).



# Job Description

## Role Purpose

To deliver, and be a role model in the delivery of, high-quality inclusive teaching, learning and assessment within a Further Education (FE) setting, across age profiles (16-18/19+) and across provision, including Study Programmes; Adult Programmes; Apprenticeships, and Higher Education (HE).

To coordinate a range of courses and a team of delivery professionals, with responsibility for the quality of design; planning; delivery; student progress and student outcomes, whilst ensuring there is strong compliance with Awarding Organisation quality assurance requirements, leading to a high degree of Awarding Organisation confidence in delivery.

The coordination role, which focusses on all students achieving their full potential, will include all aspects which support the student experience, including planning; marketing; the student application and enrolments process; their progress, welfare, and progression to further study, Higher Education (HE) or employment.

## Main Duties and Responsibilities

1. To undertake a contractual full-time teaching commitment of 855 hours per year (pro-rata for part-time Teachers with Coordination Duties).
2. To undertake the role of Course Leader for multiple/complex courses.
3. To undertake coordination activities across a range of provisions, including for existing and new programmes, which comprehensively assures a high-quality student experience, addresses all Awarding Organisation quality assurance expectations, and delivers sector leading outcomes for students. Please see Appendix A which denotes the differentials between the duties of a Course Leader and those for a Teacher with Coordination duties.
4. To teach in and across the curriculum area for your role, and other curriculum areas as required.
5. To coordinate the delivery of teaching, learning and assessment across a range of courses ensuring a consistently high-quality student experience.
6. To collaborate with cross-College departments in respect to marketing, student recruitment and enrolment to ensure a high-quality student journey experience at all stages, from application to achievement.
7. To utilise appropriate pedagogical approaches matched to student needs to optimise student progress and learning.
8. To develop and utilise resources for learning which stimulate and engage students proactively, including, for example, Education Technology (EdTech) and digital platforms.
9. To produce plans, including lesson planning; assessment scheduling; schemes of work; suitable delivery strategies; class management, and student support which ensure effective learning opportunities and the engagement of all students.
10. To effectively manage the classroom learning environment for the benefit of all students, including directing the work of the Teaching Assistants in ensuring those students requiring additional in class

support are provided with this in accordance with the teaching, learning and assessment aims of the lesson.

11. To provide timely; iterative; developmental, and impactful feedback to students - verbal; written; individual; group; formative, and summative, including via marking assessments and examinations.
12. To promote high student attendance and exemplary punctuality, monitoring on an on-going basis, applying appropriate interventions where necessary.
13. To utilise College student record systems, including updating Individual Learning Plans (ILPs) and student progress tracking, directing appropriate and supportive interventions where students are not meeting targets.
14. To apply College rules and expectations, implementing, and escalating where appropriate, interventions in accordance with the College's policies.
15. To prepare students for internal and external assessments and examinations.
16. To ensure external assessment administration and student participation complies with Joint Council for Qualifications (JCQ) and other awarding body requirements.
17. To undertake assessment and internal verification which meets awarding body internal and external quality requirements (Internal Quality Assurance (IQA) and External Quality Assurance (EQA)).
18. To collaborate with, and engage, internal and external stakeholders to enrich the student experience, including, where appropriate, supporting delivery in other curriculum areas.
19. To carry out and coordinate associated administrative duties including references; UCAS statements, and responses to stakeholders.
20. To carry out examination invigilation duties as required.

# Person Specification

	Essential	Desirable
<b>Education</b>	<ul style="list-style-type: none"> <li>English and maths GCSE grade C/4 or above/willingness to obtain, or equivalent skill level</li> <li>Qualified Teacher (Examples of which include: Postgraduate Certificate in Education (PGCE)/Certificate in Education (CertEd) or Diploma in Teaching in the Lifelong Learning Sector (DTLLS))</li> </ul> <p>Academic qualification at least one level above anticipated teaching level (will be explored with shortlisted candidates during the selection process)</p>	
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>Relevant broad industry-based aptitude and academic attainment</li> <li>Awareness and appreciation of the impact of awarding bodies expectations for the delivery of qualifications within scope of the role</li> <li>Understanding of, and commitment to, the principles of equity, inclusion and belonging</li> <li>Understanding of the principles of safeguarding young people and vulnerable adults in an educational setting</li> <li>Understanding of the principles of data protection</li> </ul>	<ul style="list-style-type: none"> <li>Senior practitioner experience in education setting</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>Ability to liaise effectively across a team</li> <li>Ability to effectively engage and manage groups of students</li> <li>Ability to effectively communicate in writing, verbally, and through active listening with a diverse group of colleagues, students and stakeholders</li> <li>Ability to use a range of Information Technology (IT)/Information Communication Technology (ICT) systems, including Microsoft Word, Excel, and Outlook</li> <li>Ability to manage and prioritise multiple tasks through to completion within prescribed deadlines</li> <li>High levels of attention to detail and accuracy</li> <li>Ability to provide a responsive and professional level of customer service at all times</li> </ul>	<ul style="list-style-type: none"> <li>Advanced practitioner delivery, for example, training; presentations; keynote speeches, and master classes.</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>Recent teaching experience which reflects the scope of the qualifications to be coordinated</li> </ul>	
<b>Attributes</b>	<ul style="list-style-type: none"> <li>Strong work ethic: exhibits dedication and diligence in carrying out responsibilities with a commitment to excellence</li> <li>Collegiate: works well within a team environment, cultivating a collaborative and cooperative approach</li> </ul>	

	<b>Essential</b>	<b>Desirable</b>
	<ul style="list-style-type: none"> <li>• Enthusiastic and innovative: displays a positive attitude and creative mindset, contributing fresh ideas and solutions</li> <li>• Adaptability and reliability: adapts easily to changing situations and is dependable in fulfilling commitments</li> <li>• Priorities the needs of the team, customer, and the organisation</li> <li>• High degree of integrity and honesty</li> <li>• Empathetic: demonstrates thoughtfulness towards others</li> <li>• Resilience: able to recover from setbacks quickly</li> <li>• Self-motivated: demonstrates initiative, positivity, and a proactive approach</li> <li>• Positive role model for students</li> </ul>	

### Appendix A

<b>Course Leadership duties</b>	<b>Coordination duties (Teacher with Coordination Duties)</b>
To lead on a specific course at a specified level which would usually be a course the Teacher is teaching on.	To coordinate a programme, at a specified level or multiple levels (depending on student numbers and number of groups). The Teachers with Coordination Duties may not be teaching across all cohorts. However, they would normally be teaching on the programme.
To undertake Internal Quality Assurance (IQA) activity.	To be involved in External and Internal Quality Assurance (EQA and IQA).
To oversee delivery of the syllabus/ specification.	To, in conjunction with the Curriculum Manager, determine the course content and rules of combination ensuring awarding organisation compliance and monitoring of delivery.
To deliver to the Scheme of Work.	To support the Curriculum Manager with sequencing and planning the programme ensuring an effective Scheme of Work.
To deliver to the assessment plan.	To oversee and ensure all assessments are completed on time, recorded, and appropriately reported.
To ensure students are clear about the assessment plan.	To ensure during induction, in course handbooks, and as the programme progresses, that all students are clear about assessment requirements and grading outcomes.
To ensure students are clear about expectations from a College and awarding organisation perspective.	To monitor student expectations and behaviours generally, including compliance with awarding organisation compliance.

<b>Course Leadership duties</b>	<b>Coordination duties (Teacher with Coordination Duties)</b>
To initiate behavioural interventions.	To support the Curriculum Manager with escalating behavioural concerns.
	To liaise with internal and external stakeholders to enrich the programme. For example, the Futures Team and Employer Master Classes.
	To monitor applications, enrolments, transfers, withdrawals and work with the Curriculum Manager on appropriate interventions.
	To brief new staff and teaching teams on awarding organisation information and specification changes.
	To liaise with the Quality Office on aspects of awarding organisation compliance and complaints.



## GENERAL

**You will be required to undertake such other duties appropriate to the grade and nature of the work as may reasonably be required of you. Therefore, the list of duties in this job description should not be regarded as exclusive or exhaustive.**

Your duties will be set out in this job description but please note that the College reserves the right to update your job description from time to time to reflect changes in, or to, your job.

Significant permanent changes in duties and responsibilities will require agreed revisions to be made to this job description. You will be consulted about any proposed changes via either collective or individual consultation.

You will be required to have a flexible approach to work, working outside your normal working pattern when reasonably required to do so, including, for example to support College open events. You will have the ability to travel effectively, for example to other College campuses.

You will be required to ensure all safeguarding and student welfare duties and responsibilities are fully met and that you adhere to the relevant College policies and procedures.

You will be required to participate in the College's Employee Performance and Development process and to undertake any professional development activity/training required.

You will be required to fulfil your health and safety responsibilities for your own health and wellbeing and that of others within the College.

