

JOB DESCRIPTION

POST TITLE	:	Programme Leader in HE Sport
SCALE	:	Lecturer C, Points 12 - 15
SALARY	:	Up to £44,344
RESPONSIBLE TO	:	Fitness Evolution Manager
CLOSING DATE	:	5.00pm, Monday 13 May 2024
INTERVIEW DATE	:	Tuesday 22 May 2024

Main Purpose of the Post

To promote and provide an excellent learning experience which ensures high achievement for all students.

Main Responsibilities

- 1) To act as Programme Leader and to teach effectively on various programmes
- 2) To thoroughly plan and evaluate the effectiveness of teaching.
- 3) To accurately assess and monitor student work to assure high achievement and progression as an assessor or in a moderator or IV capacity.
- 4) To provide effective tutorial and pastoral support.
- 5) To contribute fully to divisional and College teams including sharing best practice and being involved in developing the curriculum.
- 6) To maintain high quality records and provide timely information.
- 7) To teach, relevant to subject specialism, up to 832 hours per year.
- 8) To assure full compliance within the Division and more broadly across the College with key policies, notably the Student Code of Conduct, Single Equality, Health and Safety and Safeguarding.
- 9) To take an active part in the marketing operations of the College including the recruitment and admission of students to the Division.
- 10) To commit to continuous professional development to maintain high professional standards and subject specialisms.
- 11) To undertake invigilation duties from time to time.
- 12) To carry out such other duties as the Principal may reasonably request.

PERSON SPECIFICATION

POST: Programme Leader in HE Sport

DIVISION: Fitness Evolution

QUALIFICATIONS		Essential (E)/ Desirable (D)	To be identified by:
1	Degree or equivalent level qualification in a relevant discipline	E	Application form/ Interview
2	A recognised teaching qualification	E	Application form/ Interview
3	Higher degree or equivalent level qualification in a relevant subject	E	Application form/ Interview
4	Recognised qualifications and accreditation within sports	D	Application form
KNOWLEDGE			
1	Detailed knowledge of current Sport/Sport Science specifications including advanced levels	E	Application form
2	Knowledge of current issues in Further Education and Higher Education relating to the curriculum area	E	Application form/ Interview
3	Knowledge of Sport Science including Nutrition, Physiology, Sports Development and Coaching, Strength and Conditioning and/or Sport Psychology	E	Application form
4	Knowledge of Quality Assurance systems relating to the curriculum area and sector	E	Application form/ Interview
5	Awareness of Safeguarding Legislation	E	Application form/ Interview
6	Understanding of Sports Development	D	Application form/ Interview
EXPERIENCE			
1	To demonstrate a record of high rates of student retention and achievement	E	Application form Interview
2	Ability to display excellent teaching skills	E	Application form/ Interview

3	Experience of teaching Higher Education	E	Application form/ Interview
4	Experience of acting as HE course tutor	E	Application form/ Interview
5	Experience of delivering tutorial/pastoral care to a group of students	E	Application form/ Interview

PERSONAL

1	Excellent communication and administrative Skills	E	Interview
2	Experience of using intranet and IT in the Classroom	E	Interview
3	Willing to enhance IT skills in accordance with the requirements of the College	E	Interview
4	Commitment to ongoing professional development	E	Interview
5	Enthusiasm for the role of further education in building futures and changing lives	E	Interview
6	Commitment to College's Single Equality Policy	E	Interview

STANDARD COLLEGE REQUIREMENTS

1	Commitment to the delivery of excellent teaching and support to our students	E	Interview
2	Good teamworking skills and commitment to teamworking	E	Interview
3	The College is committed to safeguarding and expects all staff to share that commitment	E	Application form/ Interview/DBS/ References
4	Regular and Reliable Service (the College does not wish to appoint individuals with a high sickness record where there is no underlying medical reason)*	E	References/ Occupational Health Assessment

**Note this does not affect any individual's rights under the Equality Act. The College wishes to promote the recruitment of disabled staff and would endeavour to make reasonable adjustments where practical. Disabled applicants who meet the essential criteria will be guaranteed an interview.*