

LINCOLN COLLEGE

JOB DESCRIPTION

Post Title: Learning and Skills Lead – BMA **Grade:** CL 1-3 (plus discretionary)

Post Number: LC0192P **Date:** March 2019

Line Manager: Director of Study Programmes **Directorate:** BESP

Daily Supervision: Director of Study Programmes

Job Purpose:

1. To successfully lead and manage the Business, Management and accounts provision through effective line management and performance management.
2. To assist with the management of the BESP portfolio in order to meet the strategic objectives of the college, but particularly to improve achievement rates across the BMA lead area, with a clear focus upon all elements of the study programme.
3. Work with the Director of Study Programmes to set and achieve negotiated targets relating to student progress and the quality of learning within Business, Management and Accounts sessions.
4. To coordinate and ensure the targets are met for BMA cross college delivery for apprenticeships, HE and AEB provision.
5. Working with the Director of Study Programmes, 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 Study Programmes 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 the CPD sessions 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 teaching, learning and assessment (OTLA) 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 of Study Programme and the Timetabling administrator.
8. To be responsible for monitoring retention, achievement and success and report to the Director of Study Programmes.

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 Study Programme area including the maintenance of effective administration as required by the college.
12. To oversee the wider induction programme for the college.
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. To ensure support is put in place for any student who has identified a need for learning support.
19. To accept responsibility for the implementation of the College's Equal Opportunities policy.
20. To maintain professional standards and expertise by undertaking relevant professional development.
21. To conform with the Health and Safety requirements relevant to the post.
22. To contribute towards the development of an inclusive learning environment.
23. To be responsible for the safeguarding and promoting the welfare of children and vulnerable adults wherever applicable within the role.

NB: "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...."

**LINCOLN COLLEGE
PERSON SPECIFICATION FORM**

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Grade: LSL 1-3 (plus discretionary)

Post No: LC0192P

Date: March 2019

No.	Requirement	Proposed Selection Method *
Knowledge		
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	Level 6 IAG or equivalent or the ability and willingness to undertake qualification	A/I
3	Possession of an appropriate degree or professional qualification linked to the curriculum area being managed	A/I
4	Internal verification qualification/ Higher Degree (desirable)	
Skills/Abilities – Interpersonal		
	Excellent communication skills (written and oral)	A/I/T
5	Ability to work in a non discriminatory manner	A/I
6	Ability to demonstrate effective budget management	A/I
7	Ability to demonstrate effective management skills	A/I/T
8	Ability to demonstrate compliance with College systems, policies & procedures	A/I
9		
Experience		
10	Ability to demonstrate strong record of performance and success of teaching in the curriculum area	A/I
11	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/T
Work Related Circumstances		
12	The ability and willingness to undertake relevant staff development	A/I/T
Skills/Abilities – Other		
13	Effective organisational skills with the ability to prioritise, action plan and meet deadlines	A/I
14	Ability to work flexibly and to tight deadlines	A/I
15	Appropriate computer literacy to undertake duties e.g. PowerPoint, email and Internet	A/I
16	Ability to travel to locations	A/I
17	Responsibility for safeguarding and promoting the welfare of children wherever applicable.	A/I

Prepared By: Mark Locking

Designation: MD (Education & Training Delivery)

Date: January 2019

* **A = Application Form**

I = Interview

T = Test