

Job Description

Reports to: **Curriculum Manager**

Direct reports: **N/A**

Evaluation: **473 points**

Grade: **N6**

Reference: **AA3814**

Purpose

To facilitate good or better teaching, learning and assessment opportunities to enable learners to achieve their goals and qualifications.

Main Duties

These are some of the typical duties you will be expected to perform. This is not exhaustive, and you may need to complete similar tasks as required.

1. To prepare course outlines, including relevant schemes of learning, including the production of suitable evidence of learning to meet funding agency audit purposes.
2. To prepare individual session plans to ensure the delivery of good or better learning sessions and develop independent learning skills to allow learners to learn, develop new skills and remember.
3. To support Curriculum Managers through research into current trends in employment in their vocational/subject specialisms, to ensure our curriculum remains relevant to local skills needs and the needs of local residents.
4. To plan and implement an appropriate curriculum which develops substantial new knowledge, skills and behaviours, including the development of suitable course materials to support the delivery of that curriculum.
5. To provide learners with the appropriate information, advice and guidance so that they can make an informed choice about their learning pathways, both at the start of their programme and in order to progress and realise their long-term goals.

6. To contribute to the development of publicity materials to promote learning programmes, including social media content.
7. To deliver the course, ensuring that the necessary educational, organisational and administrative (including enrolment) activities are completed to meet funding requirements.
8. To ensure that an appropriate assessment strategy is drawn up (to include both formative and summative assessment methods) and used effectively to support a high-quality learner experience.
9. To provide appropriate support to learners throughout the course to enable them to succeed.
10. To take part in and contribute to monitoring and evaluation activities, including attendance at standardisation and team meetings.
11. To participate in and contribute to appropriate staff development activities to ensure their subject knowledge is kept up to date and their classroom practice continually evolves, including peer observation and mentoring of peers and student teachers.
12. To prepare for external verifier visits and other external audits and to archive learner work and documentation in line with service and external body requirements.
13. To ensure that all learners feel safe in their learning and to provide a learning environment which is conducive to good learning. Including acting in accordance with the Council's health and safety policies and procedures.
14. To provide cover where necessary in other curriculum areas for a limited period of time to ensure the continuity of the learner experience.
15. To promote and implement our *Diversity, Equality, Equity, and Accessibility* policy in all aspects of your employment.
16. To help maintain a healthy, safe, and secure environment and to adhere to our policies and procedure.