



Games and Media: Course Team Leader

Hours: 29.6 hours per week, 52 weeks per year

Salary: £26,216 - £33,232 pro rata

Reporting To: Nominated Member of the School Management Team

Function:

Act as a Course Team Leader for designated courses, leading staff linked to designated programmes, securing performance targets relating to key student outcomes. Ensuring that team members contribute to, maintain and respond to key information about student progress.

Our Values

Our values represent the aspirations of our individual and collective behaviour. They guide our day-to-day decision-making. In order to achieve our vision, we will endeavour to put these values at the heart of everything we do.

To **inspire** – where everyone motivates, engages, challenges, and stretches each other

To strive for **excellence** – where everyone recognises their own potential and becomes the best they can be

To demonstrate **integrity** in all we do – where everyone is committed to being open, honest and doing the right thing

To show **respect** – where we listen, consider the views of others and value everyone

To **innovate** – where new ideas and thinking are generated around people, products and processes

Role Specification

- Foster an environment that embraces college values, recognises team member contributions and the value of coaching strategies, collaborative working, encourages innovation and the principles of restorative practice.
- Create an outstanding student and apprenticeship experience, where staff are constantly working to develop their practice and mistakes are embraced and are seen as important learning experiences.
- Work with the managers and curriculum teams, to develop a responsive and relevant curriculum offer that meets the changing needs of our students
- Teach and assess 828 hours as agreed with the Head of School.
- Deliver consistently good or better teaching sessions, incorporating an effective range of learning strategies that enable outstanding learning outcomes for students.
- Establish and maintain high expectations, working with individual students to help them to explore and understand their ambitions and take practical steps towards securing them.
- Deliver a stimulating blend of learning opportunities, making effective use of technology both within the classroom and via online and independent learning.
- Promote consistently high standards of assessment design, marking and feedback across all of the course team, giving students clarity about expected standards, promoting their progress and meeting awarding body requirements.
- Coordinate IQA and related EQA activity at course team level to provide the college with assurance regarding the quality of assessment.
- Provide both academic and pastoral support for our students, supporting them to achieve their destination ambition.
- Comply with the college's English and maths strategy, maximising your ability to embed both subjects into your teaching practice.
- Work with colleagues responsible for Apprenticeships, ALS & Student Services to deliver a student experience, which engages, inspires and prepares students for the world of work.
- Ensure that core quality monitoring and assurance processes engaged with by staff and students in line with the college calendar.
- Lead the staff the team to actively manage the outcomes of these processes and systematically engage with quality improvement.
- Work with the Head of School and Quality, eLearning, English & maths and Curriculum Innovation colleagues to continually strive for excellence and improve standards in teaching, learning and assessment across the faculty.
- Engage proactively with internal and external stakeholders to maximise opportunities for employer engagement in the learning process.
- Support college marketing and recruitment activities to attract potential learners.
- Work with the Head of School to identify training needs and attend appropriate professional development to meet the needs of the role.

- Maintain current knowledge of funding regimes, awarding body requirements and changes to qualification structures an education policy.
- Work closely with other academic and business partner staff, and stakeholders to optimise curriculum planning and delivery.
- Create a learning environment where E&D permeates every activity.
- Champion an active student voice strategy to enhance the student experience.
- Create safe and healthy learning environments for students, which comply with the College’s Health and Safety Policy and health and safety legislation.

The duties of the post may vary from time to time without changing the general character of the duties or the level of responsibilities entailed. It is the duty of all Milton Keynes College personnel to take all reasonable care of themselves and of other persons who may be affected by their acts or omissions.

Milton Keynes College is a committed safer recruitment employer in line with Keeping Children Safe in Education. We take extreme care in ensuring the safety and welfare of children, young people and vulnerable adults. All positions therefore undergo a thorough on boarding process to include DBS. In addition, security clearance is required for all prison services positions.

Person Specification

	Essential/ Desirable	Assessment Method
Qualifications		
Degree or equivalent qualification in the relevant subject	D	A
Level 2 Literacy and Numeracy	E	A
Recognised higher level teaching qualification or willing to work towards	D	A
Evidence of continuing commitment to self-development through courses and work undertaken	E	A/SP
Experience		
Highly developed course team leadership skills, and effective implementation of quality systems and engagement with student voice as a driver for quality improvement	D	A/SP
A strong track record of good or better teaching and learning delivery across a range of levels, attaining high quality student outcomes	E	A/SP
Relevant industry experience and a willingness to maintain it	E	A/SP

Experience of course design and assessment that meets awarding body requirements	D	SP
Experience of implementing a range of quality processes and systems within a further education environment	D	SP
Knowledge/Skills/Abilities		
Strong curriculum knowledge, course leadership and team working that delivers multiple and diverse teaching methods	D	SP
Accountable for high quality student outcomes on the courses you manage	D	SP
Well-developed organisational, communication and teamwork skills	E	SP
Ability to embed the importance of English & Maths through subject delivery	E	SP
An ability to engage and motivate students to deliver high performance outcomes in a further education environment	E	SP
Good analytical skills with proven ability to use management information to identify issues and opportunities to drive up student performance	D	SP
An ability to develop the quality of the student experience that leads to outstanding outcomes	E	SP
Good communication and presentation skills, written and verbal	E	SP
Up to date knowledge of safeguarding, equality and diversity, health and safety and child protection legislation as it impacts on learning	E	SP
An ability to effectively embed equal opportunities and safeguarding into curriculum delivery and student life	E	SP
A good understanding of how technology can be used to enhance teaching, learning and assessment in classroom, workplace and virtual contexts	E	SP
Qualities		
Team focussed	E	SP
Open, reflective and warm	E	SP
Creative and Flexible	E	SP
Reliable, Adaptable and Dependable	E	SP
Enthusiastic and self-aware	E	SP
Personally Focused	E	SP

A = Application Form SP = Selection Process