RUNSHAW COLLEGE



APPOINTMENT OF COURSE LEADER OF LAW – REF 261124

Runshaw College has long been recognised as one of the most successful colleges in the country, renowned locally and nationally for our exceptional results, friendly and supportive culture and focus on putting the student at the heart of all that we do.

Our shared vision provides the focus for our work: to be a Great Place to Study, a Great Place to Work, and a Great Place for Partnerships. Please see the Strategic Plan on the college website, for full details of our vision and objectives.

The School of Social Science encompasses A Level Psychology, Law and Sociology and L3 Applied Diploma in Criminology and Vocational Social Sciences in Applied Psychology, Applied Law and Criminology.

We are seeking an enthusiastic and dedicated Course Leader of Law to inspire students and build on the success of our vocational BTEC Applied Law course. As part of the School of Social Science, you will deliver engaging, inclusive and high-quality teaching, supported by effective assessment and tailored support that help every student make progress and achieve their goals. You will lead a committed, supportive and student-focused teaching team, working collaboratively to develop teaching practice and drive continuous course improvement. The successful candidate will bring strong subject knowledge, excellent interpersonal and organisational skills, and a passion for helping students fulfil their potential.

As an individual you will be committed to safeguarding and promoting the welfare of children, young people and vulnerable adults.

Runshaw College is proud to be a great place to work. Our Leyland campus is home to over 5000 learners and 650 staff. Our staff community is thriving; we respect the diverse experiences of all individuals, who support each other towards shared goals through effective teamwork and collaboration. We value our staff and learners highly, and invest heavily in their development, support and wellbeing. Situated in Leyland, Lancashire, the College is near the M6, M61 and M65 and within commuting distance of Manchester, Liverpool and the Lake District.

Runshaw College is at an exciting stage in its development. We are making significant and rapid improvements to the Quality of Education across all provision types, and are proud of the exceptional student experience we provide. We have every reason to be confident about our future. As a Beacon College with exceptional financial management, we have invested heavily to ensure that we have the facilities that both our current and future learners deserve whilst maintaining secure financial health.



Teachers at Runshaw normally teach 773 hours per annum. At Runshaw, we do believe that teaching and learning is by far the most important activity in the college and we actively support our teaching staff and the work they do with our learners. As a teacher, you will be supported by:

- Working alongside Progress Mentors to follow up pastoral issues and maximise academic performance
- Sympathetic timetabling to avoid a spread of too many different courses and levels and the inclusion, where possible, of repeat lessons
- A very supportive organisational structure with each teacher supported by his/her team and School
- Subject/course-based staff workrooms located nearby to subject/course suites of classrooms
- The use of ILT and other strategies to put more responsibility on learners for their learning
- The use by each teaching team of common planning documentation and shared teaching and learning resources which have been developed by the team
- Significant in class support from education support workers
- A special programme of support for teachers new to the profession, which includes induction and additional support from the College's Advanced Practitioners
- An invigilation team which means that teaching staff are not regularly involved in the invigilation of external examinations
- A comprehensive professional development programme which includes in-house provision as well as externally organised events, to support and develop teaching and learning skills for all teachers
- A whole-college focus on the development of highly effective teaching methodologies and curriculum development
- A college ethos and mission which focuses on valuing learners as individuals and supporting them to fulfil their potential – "We believe education changes lives, so we put teaching, learning and the needs of our learners first".

We seek to recruit someone who shares our college values which inspire us all in our everyday work. When we created them, we all had a voice in shaping our values and we're proud of what we came up with together: Dedication, Fulfilment, Excellence and Respect. Our values are important to us all and drive everything that we do and believe.

Whether you're looking for professional development, career progression opportunities, staff benefits or simply want to work for a highly successful organisation, Runshaw College is the place for you. We look forward to receiving your application.

Leanne McGeown
Head of School Social Science
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JOB DESCRIPTION

JOB TITLE:	Course Leader of Law
REF:	261124
UPDATED:	October 2026
ACCOUNTABLE TO:	Head of School of Social Science
ACCOUNTABLE FOR:	Leading the delivery of an outstanding learner experience; ensuring all students succeed on their learning programme and achieve their full potential

The description of key responsibilities is a guide to the work that you will initially be required to undertake, as directed by your line manager. They may be changed from time to time to meet changing circumstances and are reviewed in the appraisal process.

KEY RESPONSIBILITIES	
Teaching & Learning Responsibilities	▪ Plan, prepare, teach and assess courses as required, to a consistently high standard, to meet the needs of all learners ▪ Have high expectations of learners and effectively develop their behaviour to create and foster a productive learning environment ▪ Develop and maintain productive and respectful relationships with learners, knowing them as individuals and supporting them to explore their interests, find their passion and achieve their personal ambitions ▪ Develop high quality and engaging resources to support learner learning ▪ Develop and apply motivational, coaching and non-cognitive skill development strategies to help learners progress and achieve ▪ Contribute to up-to-date Information, Advice & Guidance (IAG) for learners, across the full range of intended destinations, so that they can make informed progression choices ▪ Consistently deliver high quality learner-centred teaching and learning strategies, which contribute to very strong attendance, retention, achievement and progression ▪ Check learners' understanding effectively and provide them with clear and regular feedback to help them improve; providing swift interventions for any learner who falls behind ▪ Undertake regular monitoring and assessment of learners' work and maintain up-to-date and accurate records of their progress and achievement

	KEY RESPONSIBILITIES
	▪ Work with colleagues, parents, carers and external agencies as necessary to support learners effectively throughout their time at college ▪ Actively seek and respond to learner feedback to further enhance their learning experience ▪ Plan and deliver enrichment and industry-based activities including accompanying learners on external visits and trips to enhance learners' learning experience, wider skills (including mathematics, English, digital and employability skills) and progression opportunities
Curriculum Development	▪ Fully engage with marketing and recruitment activities; engaging and enthusing prospective learners and ensuring they enrol on the right learning programme ▪ Forge partnerships and proactively engage with external stakeholders such as employers, universities and schools to gather up-to-date information to shape and develop the curriculum ▪ Engage in curriculum planning and development activities, individually and as a team, to further develop the curriculum to meet local, regional and national needs
Quality	▪ Take responsibility and be accountable for the learner experience and outcomes of learners in your groups ▪ Ensure all administrative tasks such as the completion of progress reporting, auditable documents (e.g. registers) are completed accurately, in a timely manner and to a high standard ▪ Participate in standardisation and moderation as required ▪ Maintain an up-to-date understanding of regulatory requirements (e.g. Ofsted's Education Inspection Framework), and be confident to articulate how your curriculum area meets these requirements ▪ Be actively involved in the college's continuous improvement culture, participating effectively in the relevant quality systems ▪ Follow all processes relating to qualifications, examinations and external assessments including registration and submissions to awarding organisations, liaison with the college exams team, moderators and external verifiers in accordance with college policy
Professional Practice	▪ Proactively participate in appraisal and continuing professional development (CPD) activities (including training) as required ▪ Maintain up-to-date expert knowledge of the subject(s) you teach, by proactively engaging in CPD and completing regular Industry Updating.

	KEY RESPONSIBILITIES
	▪ Maintain currency in effective pedagogy, including the creation of inclusive learning experiences for learners with special educational needs and disabilities, by proactively engaging in CPD ▪ Reflect on, and evaluate the impact of, your professional practice, seeking out evidence-informed approaches to improve. ▪ Select and use digital technologies safely and effectively to promote learning ▪ Share and update knowledge of effective practice with colleagues, networks and/or research communities to support improvement
Course Leader	▪ Contribute to regular course team meetings, building and contributing to a sense of cooperation and teamwork. ▪ Lead course-level planning, ensuring schemes of learning reflect agreed curriculum intent, and align with awarding organisation requirements. ▪ Lead and moderate standardisation activities in your course to ensure the course meets awarding organisation requirements ▪ Lead activities relating to student recruitment and marketing, as well as stakeholder events. ▪ Undertake other reasonable responsibilities commensurate with the role of a Course Leader.
College Responsibilities	▪ Support the college's mission, vision, values and strategic objectives, acting as a role model for learners ▪ Do the right things at the right time for the right reason, always acting in the best interests of learners and behaving ethically at all times ▪ Attend and contribute to all Curriculum / Course Team meetings to plan, review and share best practice ▪ Value and champion diversity, equality of opportunity, inclusion and social equity ▪ Be involved in the promotion and marketing of courses and in the recruitment of learners, engaging and enthusing prospective learners ▪ Work within health and safety guidelines and be aware of your responsibilities for health and safety ▪ Adhere to all college policies and procedures, including data protection ▪ Along with all members of college staff, manage the behaviour of learners ▪ Be responsible for safeguarding and promoting the welfare of children, young people and vulnerable adults

	KEY RESPONSIBILITIES
	▪ Embrace our values of respect, fulfilment, dedication and excellence and demonstrate these in day-to-day behaviours ▪ Support our sustainability strategy to reduce our environmental footprint ▪ Be aware of, and responsive to, the changing nature of the college and adopt a flexible and proactive approach to work ▪ Undertake such other duties as may reasonably be required commensurate with grade, at the initial agreed place of work or at other locations in the college catchment area

RUNSHAW COLLEGE



PERSON SPECIFICATION

CRITERIA	ESSENTIAL or DESIRABLE	ASSESSED BY
QUALIFICATIONS AND ATTAINMENTS		
GCSE Maths and English Grade A*/9 – C/4 or equivalent or ability to operate at this level	Essential	Application form
Degree in a relevant subject area	Essential	Application form
Teaching qualification (PGCE or equivalent), or willingness to achieve within a specified timeframe	Essential	Application form
Recent engagement with Continuing Professional Development (CPD) and/or industry updating	Desirable	Application form, Interview
EXPERIENCE, KNOWLEDGE AND SKILLS		
Successful teaching experience in a relevant subject area	Essential	Application form, Interview
Design and deliver creative and impactful lessons	Essential	Lesson Observation, Interview
Demonstrate a learner-centred approach	Essential	Lesson Observation, Interview
Excellent IT Skills	Essential	Application form, Interview
PERSONAL SKILLS AND ATTITUDES		
Demonstrate a passion for the transformative capacity of education to change lives	Essential	Application form, Interview
Align to Runshaw College values of Excellence, Fulfilment, Dedication, Respect	Essential	Application form, Interview
Display a positive, enthusiastic and friendly approach	Essential	Interview
Show initiative and propose/develop/test approaches to continually improve the learner experience	Essential	Interview, Task
Be organised and manage own time effectively to ensure all expected tasks are completed on time	Essential	Interview, Task



Be keen to learn new skills and undertake appropriate Continuing Professional Development (CPD)	Essential	Interview
Respect others, being polite in all communications and appreciating their skills, experiences and contributions	Essential	Interview, Task
Be a team player	Essential	Interview
Be accurate, showing appropriate attention to detail	Essential	Application form, Interview, Task
Have high standards and be conscientious	Essential	Interview, Task
Demonstrate excellent communication skills, verbally and in writing	Essential	Application form, Interview, Task
Demonstrate a commitment to equal opportunities, customer care and quality assurance	Essential	Interview
Suitable to work with children, young people and vulnerable adults	Essential	Interview, Employment Checks

RUNSHAW COLLEGE

SUMMARY OF MAIN TERMS AND CONDITIONS	
SALARY	Up to £51,691 p.a. plus Band 3 - 3,679 p.a. Minimum starting salary is £33,166 p.a. In addition, Runshaw College will contribute up to £14,825 p.a. in employer pension contributions
WORKING HOURS	37 hours per week
CONTRACT TYPE	Permanent
PENSION SCHEME	Teachers' Pension Scheme. Visit: www.teacherspensions.co.uk
HOLIDAYS	These closely align with sixth form colleges.
LOCATION	On campus, Langdale Road, Leyland. PR25 3DQ.
SAFEGUARDING	The successful applicant will require a DBS (Disclosure and Barring Service) Certificate. All applications are dealt with in accordance with the DBS's Code of Practice and the College's Policies on the Recruitment of Ex-Offenders and on The Secure Handling and Use of DBS Certificates. Visit www.gov.uk/government/publications/dbs-code-of-practice for a copy of the Code of Practice. Copies of the College policies are available on the College's website at www.runshaw.ac.uk The DBS offers a confidential checking service for transgender applicants, giving the choice not to have any gender or name information disclosed on their DBS certificate that could reveal their previous gender identity. Contact the sensitive applications team by telephoning 0300 1061452 or emailing sensitive@dbs.gov.uk.
HEALTH	Appointments are subject to satisfactory health clearance. You will be required to complete a Health Questionnaire and may be asked to attend a medical.
PROBATION PERIOD	This post is subject to the successful completion of a 12-month probation period

CLOSING DATE	12 noon, Friday 20th November 2026
INTERVIEW DATE	27th November 2026
JOB PACK APPROVED BY Leanne McGeown	November 2026

RUNSHAW COLLEGE

Just some of the **Benefits** of working for us



We aim to be a truly great place to work, offering an excellent reward and benefits package, along with extensive opportunities for ongoing professional development.

Financial

Occupational Sick Pay:
- Up to 26 weeks on full pay and 26 weeks on half pay, depending on length of service.



Pensions:
- Career average defined pension scheme:
  - Local Government Pension with up to 6.90% employer contribution.
  - Teachers' Pension Scheme with up to 28.68% employer contribution.
- Tax relief on the contributions paid.
- Ill-health retirement options.
- Financial security with immediate life cover and dependant benefits in the event of death in service.
- Option to pay more or less contributions.
- Flexible retirement options: choose when to take your pension between age 55 and 75 years.

www.yourpensionservice.org.uk
www.teacherspensions.co.uk

Professional Development



- A structured induction programme.
- A comprehensive professional development programme including internal and external events.
- Annual £100 training allowance for a Runshaw course (in addition to work-related training).
- A special programme of support for teachers new to the profession, which includes induction and additional support from the College's Advanced Practitioners.
- Opportunity for teaching staff to achieve QTLS (Qualified Teacher Learning and Skills) status, helping teachers advance in their careers and demonstrate their expertise and experience.
- Themed College Improvement Days with dedicated time for development activities.

Rewards and Perks

- Discounts and cashback at major retailers, entertainment, travel, leisure, and dining.
- Free Microsoft Office license and anitvirus for work and personal devices.
- Staff social events and team building.

Recognition and Celebrations

- Team Excellence Award to recognise outstanding staff contibutions.
- Opportunity to participate in and celebrate a range of religious festivals and events.

Pay and Progression

- Salary scales which are among the best in the post-16 sector.
- Opportunities for pay progression under the College's Pay Principles, plus annual cost of living increases (this is considered on an annual basis).

Work Life Balance

Annual Leave:
- Teaching staff: 50 days
  Management: 35 days
  Support: up to 25 days (pro-rata)
- Plus 8 bank holidays and 5+ days Christmas closure.
- Option to buy up to 10 extra unpaid days through 'HolidayPlus Scheme'.

Family Friendly:
- Flexible working options, Special Leave & Career Break policies.
- Enhanced occupational maternity, adoption and paternity pay.
- A 'Happy to Talk Flexible Working' employer.
- 35% discount off on-site FUNDA children's holiday club.

On-site Facilities

- Free car parking.
- An extensive range of catering facilities on site including Starbucks Coffee.
- Free use of the college gym.
- Contemplation and Faith facilities.
- Beautiful woodland campus.

Health & Wellbeing

Counselling Service:
- Free, confidential 24/7 telephone counselling, plus face-to-face counselling and supervision.

Employee Assistance Programme:
- Support for personal and work issues, including expert advice on debt, health and legal matters.
- Free wellbeing webinars & online resources.

Health:
- Access to a 24/7, 365 days-a-year GP consultation service for staff and immediate family.
- Cycle to Work Scheme which promotes cycling through tax incentives, providing great savings across a range of bikes, clothing and accessories.
- Free on-site flu vaccinations
- Access to BHSF Cash Plan, claiming reimbursement for everyday healthcare including optical and dental bills, therapy treatments, diagnostic health consultations and health screening.
- Support from College Mental Health First Aiders.
- Access to on-site health and wellbeing screening and support including podiatry, physiotherapy, hearing tests and health checks.
- Positive about support for staff with mental health, with Mental Health Champions and being a 'Mindful Employer'.
- Reimbursement for regular eye tests and a contribution towards spectacles for staff identified as DSE users.

Forces Families Jobs

disability confident EMPLOYER

MINDFUL EMPLOYER