

Job Description

Post: Course Coordinator

Purpose

To challenge educational and social disadvantage in the North.

Duties and Responsibilities

- Live our mission, values and drivers every day.
- Provide tailored weekly coaching to team members.
- Contribute to subject team meetings as directed by the head of subject.
- Ensure the course plan and curriculum resources are produced to an excellent standard by the team and used by all in delivery.
- Prepare wider resources and lead subject representation at liaison events.
- Be responsible for circulation areas around subject teaching rooms.
- Coordinate support groups, communicate to staff and students, and monitor cohort progress.
- Plan, deliver and review lessons which are appropriate to the age and ability of the students to facilitate progression in students' learning.
- Ensure that teaching is broad, balanced, relevant, motivational and appropriately differentiated in order to maximise the academic potential of all students.
- Support the management of behaviour within the team: overseeing and completing all duties effectively.
- Ensure that assessment is both regular and thorough and that full records of assessment and intervention strategies are kept.
- Provide feedback that moves learning forward.
- Manage the classroom and teaching equipment to create a positive learning environment which makes effective use of available resources.
- Ensure that homework is set, where appropriate, and monitored.
- Support the head of subject to complete all exam entry requirements.
- Contribute to SAR / SIP writing as directed by the head of subject.
- Work alongside the head of subject to predict annual expenditure and accountability for compliance to the allocated budget.
- Attend subject cross-cutting team meetings.
- Lead internal and external standardisation and moderation.
- Undertake course related admin as stated on the calendar and as directed by the head of subject.
- Engage fully in our trust's professional growth process to fulfil personal potential and be able to participate effectively in the implementation of our college's strategic big moves.
- Attend meetings / training and carry out administrative tasks and duties as specified on our college calendar.
- Consistently implement all trust policies and contribute to decision-making and consultation procedures.
- Report any safeguarding concerns immediately to a designated safeguarding lead.
- Carry out any other reasonable duties as requested by the principal.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed annually.