**JOB DESCRIPTION**

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| **POST TITLE:** | **Course Leader – A Level Law** |
| **RESPONSIBLE TO:** | **Vice Principal (Curriculum)** |
| **SALARY:** | **SFCA Teaching Scale: 1-9**  **Responsibility Allowance: RA2.1-2.5** |
| **PURPOSE OF POST:** | You will play a crucial role in the effective operation of the College, especially in its pursuit of the highest standards of teaching and learning. This role requires a high level of subject knowledge, teaching expertise, and the ability to coordinate the work of colleagues involved in delivering Law.  As a classroom teacher, you will be expected to perform professional duties as reasonably assigned by the Principal. |

**RESPONSIBILITIES OF THE POST**

**Management**

* Oversee the work of all staff teaching Law.
* Ensure effective coordination of teaching, learning, and assessment within Law through regular formal and informal contact with relevant staff.
* Provide advice on health and safety issues relevant to Law.
* Ensure all staff teaching Law participate in relevant staff development activities to strengthen their understanding of pedagogy, the curriculum, progression routes for students, and links with universities, employers, and the world of work.

**Teaching, Learning, and Assessment**

* Teach Law in an exemplary manner.
* Oversee the teaching, learning, and assessment arrangements for Law.
* Advise and guide members of the Law team to ensure appropriate curriculum delivery.
* Research, develop, and implement the best learning and teaching practices to enable all students to achieve their academic and personal potential.
* Produce schemes of work and Programmes of Learning for Law.
* Produce and retain all relevant course documentation.
* Embed safeguarding and Equality, Diversity, and Inclusion practices within the course.

**Student Outcomes and Support**

* Devise and implement strategies to achieve high levels of progress, retention, and attendance of students in Law.
* Work with colleagues to achieve targets across a range of performance indicators.
* Improve completion and retention rates for Law.
* Analyse assessment grades and examination results (raw and value-added) for Law, including disaggregated groups, and implement appropriate improvement actions.
* Plan induction programmes for Law.
* Provide tailored guidance and support to students with special educational needs and those facing disadvantages, ensuring they receive the necessary resources and assistance to succeed academically and personally.
* Analyse destinations data and provide advice on progression, including employment, apprenticeships, and Higher Education in related courses.
* Develop the employability skills and work-related learning of students through effective liaison with employers.

**Curriculum**

* Shape a coherent curriculum in Law that enables students to develop academically and personally through a range of skills, including those for learning, work, and life.
* Provide advice for colleagues on developments in Law.
* Respond to new developments in Law.
* Provide advice on the delivery of public examinations and oversee any subject-specific arrangements.
* Organise opportunities to enrich the experience and personal development of Law students.

**Student Recruitment**

* Review recruitment patterns in Law.
* Devise and implement strategies to maximise recruitment to the College in general and in Law.
* Advise colleagues on course content and entry requirements.
* Represent Law at open events and events in schools.
* Provide Law entries for the college prospectus, course descriptions, and other publicity material.
* Liaise with counterparts in partner schools where appropriate.
* Proactively advertise the achievements of Law students.

**Staffing and Resources**

* Support colleagues to maximise the progress of students in Law.
* Provide advice on the staffing needs of Law.
* Assist in the appointment of staff.
* Assist with the induction of staff who will be teaching Law.
* Provide advice on the professional development needs relevant to Law.
* Evaluate staff development activity undertaken for Law.
* Provide advice on specialist equipment and other resources needed to support teaching and learning.
* Organise and oversee the use and storage of equipment and stock.
* Ensure that rooms used for teaching Law present a stimulating environment for students.
* Provide special bids for capitation purposes.
* Monitor expenditure of funds allocated for Law.
* Participate in the college appraisal scheme, including acting as appraiser of colleagues in the department.

**Quality Assurance**

* Complete and evaluate departmental self-assessment reports and Quality Improvement plans.
* Provide advice on quality standards and performance indicators relevant to Law.
* Monitor the achievement of standards set for Law.
* Monitor the performance of Law against any targets set.
* Evaluate all activity influencing the quality of teaching, learning, and assessment within Law.
* Develop a culture of high expectations with high support through continuous reflection and improvement within the department.

**General**

All staff have a duty for safeguarding and promoting the welfare of young people. Staff must be aware of the college procedures for raising concerns about students’ welfare and must report any concern to the designated officers without delay. Staff must also ensure they attend the appropriate level of safeguarding training identified by the college as relevant to their role.

The post holder’s duties must always be carried out in compliance with the College’s Equality, Diversity, and Inclusion Policy, and the post holder must take reasonable care of the health and safety of self, other persons, and resources while at work. This entails supporting the College’s responsibilities under the Health and Safety Act.

All staff are expected to support the achievement of the College’s vision and values and to demonstrate these values through their behaviour.

*This job description is a guide to the major responsibilities of the post holder. Other duties may be added at the reasonable request of the Principal, and the job description itself may be subject to review and amendment.*

**PERSON SPECIFICATION**

The successful candidate will be expected to have the following qualities:

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| **Criteria** | **Selection Process and Means of Identification** |
| Qualifications   * Good appropriate academic qualifications * A teaching qualification | Application form  Certificates |
| Experience   * Relevant and successful teaching experience at A Level or other Level 3 qualifications * Effective use of a range of teaching and learning styles | Application form  Interview  References |
| Skills & Aptitudes   * Exemplary teaching skills * Excellent administrative and organisational skills * Ability to plan, organise, prioritise and delegate workload effectively and meet deadlines * Excellent communication and interpersonal skills * Excellent team leadership skills * Ability to work co-operatively and lead a team effectively * Managing performance, mentoring and developing others * Excellent analytical skills and the ability to interpret and use data to raise achievement | Application form  Interview  References |
| Personal Qualities   * Enthusiasm and commitment * Resilience and determination to succeed * High professional standards, leading by example * Positive, with the ability to inspire and energise others | Interview  References |

**Salary and Conditions of Service**

This is a full-time permanent post.

The starting salary will be at a point on the salary structure for teaching staff in sixth form colleges (points 1-9, currently £32,178 - £49,725) depending on the qualifications, experience and progression position of the successful candidate. In addition, this role attracts a responsibility allowance of £2,450 rising to £4,713 in incremental stages. These increments will be awarded annually dependent upon identified criteria to a maximum salary of £54,438 per annum. Further details are available on request. The contract will be based on a model for teachers produced by the National Joint Council of the Sixth Form Colleges’ Association. The successful candidate will be expected to take up the appointment with effect from 14 August 2025. If you require any further information, please contact hr@qeliz.ac.uk