

## Job Description

<b>Job title:</b>	<b>Course Leader</b>
<b>Department/School:</b>	<b>Skills Centre</b>
<b>Grade:</b>	<b>7</b>
<b>Location:</b>	<b>This post will be based at the Claverton Down campus, Bath and any other location of services run by the University of Bath</b>

### Job purpose

The main purpose of this post is to lead, manage and develop an aspect or aspects of the Skills Centre English Language Programme, in collaboration with the relevant University departments. The post-holder will also support the Academic Skills Programme, which develops and delivers language development, academic literacy and other academic skills to home and international students at all levels (undergraduate (UG), postgraduate taught (PGT) and doctoral) across the University.

In addition to the main duties, the post-holder will work with other Course Leaders on the Academic Skills Programme contributing to development, teaching, assessment and/or lesson observations.

### Source and nature of management provided

Head of English Language

### Staff management responsibility

Line manage up to four permanent Teaching Fellows and team lead during the summer up to 16 Teaching Fellows (based on current student numbers – this may vary according to student recruitment).

### Career and Professional Development Activities

The post-holder will be required to engage in continuous professional development, consultancy and other forms of external engagement, as appropriate.

The post-holder will also contribute to the facilitation of CPD activities for other Centre staff. This will form part of the substantive role and the post-holder will not receive additional payment for these activities.

## Special conditions

Because of the intensive nature of some of the Skills Centre's courses, and the Skills Centre's teaching year currently comprising 43 teaching weeks, there may be occasions when the post-holder is required to work overtime or on a University holiday. Time off in lieu will be awarded accordingly.

## Main duties and responsibilities

1	<p><b>Course Leadership, Management and Development</b></p> <ul style="list-style-type: none"> <li>• Provide effective leadership and management for an aspect or aspects of the English Language Programme to support the delivery of the University's strategic priorities.</li> <li>• Ensure the effective and efficient planning and management of human and physical resources including timetabling to ensure successful development and delivery of the English Language Programme.</li> <li>• Maintain oversight of student welfare and progress.</li> <li>• Design and deliver a high quality, pedagogically sound, student-centred academic skills curriculum based on the achievement of learning outcomes.</li> <li>• Provide leadership and robust project management of the creation of high-quality, relevant and inclusive teaching and learning materials in a range of formats (including learning technology) to meet students' needs and those of the wider University.</li> <li>• Contribute through leading by example to the creation and ongoing development of a positive, supportive and high-performing culture within the Skills Centre as a key member of the Centre's management team.</li> <li>• Ensure the achievement of teaching excellence in all aspects of learning, teaching and assessment of students in the English Language Programme through monitoring of teacher performance, student attainment and student evaluation and feedback to ensure the subsequent and continuous improvement of the courses.</li> <li>• Provide effective leadership and line management of Teaching Fellows and administrative staff working on the English Language Programme and Academic Skills Programmes, as required, to ensure teaching excellence and high performance.</li> <li>• Take a proactive approach to understanding and meeting the demands and expectations of stakeholders (students and staff) within the University, identifying opportunities to develop and enhance both the</li> </ul>
---	---

	<p>English Language and Academic Skills Programmes.</p> <ul style="list-style-type: none"> <li>• Lead on the identification of new business development opportunities for both the English Language and Academic Skills Programmes formulating and managing projects accordingly.</li> <li>• Contribute high quality development, teaching, assessment and lesson observation to the Academic Skills Programme, as required.</li> <li>• Lead on the design and delivery of marketing, publicity and communications for the English Language Programme to ensure alignment with institution-wide marketing activities and maximise levels of student engagement.</li> </ul>
<b>2</b>	<p><b>Quality Assurance</b></p> <ul style="list-style-type: none"> <li>• Lead and manage the implementation of a rigorous quality assurance framework to ensure the quality of all aspects of teaching, learning and assessment for the English language and Academic Skills Programmes and compliance with the University Code of Practice.</li> <li>• Lead and manage robust evaluation of all aspects of the English Language Programme, including the subsequent academic achievement of students, to inform the continuous development and enhancement of the English Language and Academic Skills Programmes.</li> <li>• Ensure that all appropriate inspection requirements and criteria are met for any inspection visit by an appropriate external accreditation body or external examiner.</li> </ul>
<p>The post-holder will from time to time be required to undertake other duties of a similar nature as reasonably required by their line manager.</p>	

Criteria	Essential	Desirable
<b>Qualifications</b>		
First degree	X	
Postgraduate qualification related to English Language Teaching or equivalent. For example, Diploma in English language teaching, MA in Applied Linguistics, TOEFL or equivalent combination of experience and study	X	
<b>Experience/Knowledge</b>		
Extensive experience in the management, design and delivery of English Language courses within a higher education context.	X	
Experience in leading the development and implementation of new programmes.	X	
Proven track record of successfully leading and managing educational development projects.	X	
Proven track record in course marketing.	X	
Extensive experience of teaching and assessing on academic skills courses within a university central service.	X	
Awareness and understanding of the activities and objectives of the University as a whole.		X
Experience of managing budgets and resources.	X	
Experience of managing and developing staff.	X	
Proven change management experience	X	
<b>Skills</b>		
Proven high quality teaching and assessment skills.	X	
Proven ability to assess and improve the teaching and assessment skills of teachers.	X	
Proven leadership and management skills.	X	
Highly developed communication skills (written and oral), influencing and working at all levels.	X	
Ability to demonstrate alignment between operational activity and strategy.	X	

## Person Specification

Proven interpersonal and relationship-building skills, including the facilitation of behavioural change, negotiation, influencing and relationship building.	X	
Excellent organisational planning, business process and project management skills.	X	
<b>Attributes</b>		
High levels of emotional resilience.	X	
Creative, flexible and innovative approach.	X	
Positive, solutions-focused attitude.	X	
A positive and resilient approach to change.	X	
Proven ability to juggle and deliver against numerous demands and meet given timelines.	X	