

Job Description

JOB TITLE: Curriculum and Quality Lead (CQL)

RESPONSIBLE TO: Curriculum and Quality Manager (CQM)

JOB PURPOSE: To coordinate and develop curriculum activity and assist the CQM in the smooth running of the curriculum area/s effectively, including leading on internal verification activity, standardisation, preparation work, teaching and learning activities and the assessment and support of students to ensure excellence in the quality of the student experience.

DUTIES AND RESPONSIBILITIES

Curriculum and Quality Enhancement specific activity

- 1 To coordinate and develop curriculum activity and assist the CQM in the smooth running of the curriculum area/s effectively, including leading on internal verification activity, standardisation, preparation work, teaching and learning activities and the assessment and support of students to ensure excellence in the quality of the student experience.

Teaching and Student Support

- 2 To ensure that all lesson preparation, teaching and assessment is effectively carried out and is in accordance with the latest Unit specification/Descriptor/Syllabus.
- 3 To keep accurate and timeous records of attendance, work and progress of all students taught.
- 4 To provide appropriate academic induction, support and guidance for students and refer on for additional support as required.
- 5 To manage classes effectively and assist in the maintenance of student discipline within the college.

Quality and Curriculum Development

- 6 To adhere to and implement college Quality Assurance procedures and contribute to groups/committees related to the subject area taught.
- 7 To participate in internal verification processes and the monitoring and evaluation of units and courses.
- 8 To participate in the effective self-evaluation and development of personal teaching and learning practices.
- 9 To contribute to the design and production of learning and assessment materials.

Professional Development

- 10 To maintain academic and professional expertise to meet the needs of the students and the subject area taught and to undertake programmes of staff development as required.
- 11 To contribute to the effective induction and support of other staff, if required.
- 12 To be an active participant in the Learning and Teaching Innovation Hub, cascading and sharing information as appropriate and as requested.

GENERIC

- 13 To facilitate and participate in professional development planning.
- 14 To work collaboratively with staff within the College.
- 15 To contribute effectively to development planning processes.
- 16 To adhere to all health and safety requirements and college policies.
- 17 To carry out any other duties that may be reasonably requested by the line manager.

This job description is not intended to detail all tasks undertaken, but simply highlight a number of major tasks of the post. The postholder may be required to undertake additional duties which might reasonably be expected and which form part of the function of the post.

This job may be amended in future to reflect the changing duties of the post.