

**CURRICULUM LEADER – FORENSIC AND APPLIED SCIENCE**  
**(SIXTH FORM STUDIES)**  
**REF: CL0062 - 532**



**THE APPOINTMENT:**

An opportunity has arisen for an experienced, driven and enthusiastic person to lead the Forensic and Applied Science provision at KGV Sixth Form College. We offer Forensic and Criminal Investigation Extended Diploma as a standalone course, and Applied Science Certificate and Extended Certificate as part of an Advanced Level Programme.

The Curriculum Leader will be responsible for ensuring high quality and performance of the programmes within the faculty. The successful candidate will also play a key role in curriculum development and growth of both subject areas provision in collaboration with the College's Marketing Team. The College has a number of high quality laboratories and a dedicated Crime Scene Room and an Incident Room to enhance the student experience.

The post holder will be self-motivated, enthusiastic and able to demonstrate strong team leading qualities. Alongside curriculum leadership, the successful candidate will have a teaching allocation as appropriate to their vocational area or experience, we are particularly looking for staff who are able to deliver the science and forensic science units, but would encourage applications from anyone who can deliver a number of units on the course.

**RESPONSIBLE TO:**

The postholder is responsible to the Curriculum Manager – Vocational and Science.

**THE POST:**

The responsibilities of the Curriculum Leader include, but are not confined to:

**1. Recruitment**

- Work with the course team to recruit and interview students
- Provide effective Information, advice and guidance and recruit with integrity
- Assist with Enrolment
- Organise induction activities
- Liaise with Student Records to ensure all enrolment requirements are met

**2. Course Organisation and Management**

- Liaise with the Curriculum Manager in organizing course delivery plans
- Identify delivery hours
- Identify course team members and allocate workloads
- Chair team meetings and produce minutes
- Work with team to produce schemes of work
- Production of assessment schedules
- Identification of additionalities / additional training
- Validation of data
- Identify resource requirements
- Planning extra curricula activities / opportunities for students
- Liaising with employers
- Monitor with the Curriculum Manager health and safety issues

### **3. Quality**

Chair and manage the programme quality meetings  
Liaise with EQAs and college quality nominee to ensure effective and clean bill of health in quality visits  
Produce and monitor any action plans  
Monitor progress towards Charter Commitment  
Work with the Curriculum Manager to produce Course Reviews and SAR

### **4. Assessment**

Production of assessment schedule  
Liaison with exams to ensure all students are registered with the correct awarding body  
Manage the assessment process  
Liaise with the Internal Verifier  
Meet with External Verifiers

### **5. Curriculum Development**

Work with the Curriculum Manager in the development of new courses  
Inform the team of changes and developments in their curriculum  
Liaise with external agencies

### **6. Promotion and Marketing**

Production and updating of recruitment literature  
Attendance at promotional events  
Build and maintain positive relationships with schools and employers

In addition to curriculum leadership, the role of the lecturer includes:

- Formal scheduled teaching,
- Ancillary duties relating to teaching, training and assessing including but are not limited to:  

Planning, preparation, marking (including other forms of assessment), day to day communication with students for the purpose of guidance and support, administration including admissions, enrolment and registration, subject updating, personal development and teaching and learning innovation and improvement, participation in course evaluation as appropriate, participation in the Maintaining Student Responsibility procedures as appropriate.
- Giving constructive feedback to candidates.
- To ensure all assessment activities are in line with awarding body standards.
- To support the recruitment activities of the schools liaison team.
- To offer a comprehensive Information, Advice, Guidance and pastoral support service to individual candidates, liaising with Student Services as appropriate.
- To provide and work within a framework of Equal Opportunities and Anti Discriminatory Practices.
- To complete Awarding Body and other relevant documentation relating to achievement.
- To attend standardisation meetings for the team and provide feedback relating to assessment.

- To liaise with Internal Verifiers and provide appropriate feedback.
- To contribute to Internal Verification activities.
- To maintain accurate records of activities carried out within job role and to meet requests for information in a timely manner.
- To undertake continuous professional development as required for the role and inform the curriculum area of industry developments.
- Attendance at marketing events
- To carry out any other duties which may be required from time to time and which are commensurate with the post.

The above duties are indicative of the requirements of the post at the time of recruitment. It is management policy that roles and responsibilities are reviewed on a regular basis leading to possible modifications where appropriate.

### THE PERSON:

The successful candidate will be the one whose professional and personal qualities correlate most closely with the following profile:

	<b>Essential/ Desirable</b>	<b>Method of Assessment</b>
<b>Qualifications</b>		
A relevant degree or equivalent professional qualification	E	A
Level 2 qualification or equivalent in Numeracy and Literacy (or willingness to undertake and achieve within 2 years)	E	A
A recognised teaching qualification	E	A
<b>Skills and Experience</b>		
Previous relevant teaching experience on Level 3 courses in Forensics and/or Applied Science	E	A/I
Previous relevant teaching experience on BTEC Level 3 National Qualifications	E	A/I
Evidence of successful achievement student learning including positive value added scores	D	A/I
Relevant work industrial or commercial experience (as appropriate)	D	A/I
Evidence of high standards of classroom practice	E	I
Possession of relevant knowledge and expertise in Technology Enhanced Learning (ILT).	D	A/I
<b>Personal Attributes</b>		
Enthusiastic and innovative teacher with sound knowledge of current trends in Teaching and Learning	E	I
Ability to lead &/or work in a subject area and cross college team	E	I
Sound communication skills	E	I
Be highly motivated and driven being able to contribute actively and effectively to the success of your subject and the College	E	I

	<b>Essential/ Desirable</b>	<b>Method of Assessment</b>
Ability to work in a way that promotes the safety and wellbeing of children & young people	E	I
To work in accordance with and promote the College's Staff Charter, "Our Values"	E	I
Be prepared to undertake staff development	E	I
Positive, flexible and adaptable approach	E	I
Willingness to commit to adhering to college policies and procedures with regards to Safeguarding, Prevent, Equality & Diversity, Health & Safety etc.	E	I

Method of Assessment: A – Application, I – Interview, AS – Assessment.

### **SALARY:**

£27,483.00 to £33,291.00 per annum (FTE)\*

### **FURTHER INFORMATION:**

The post is offered on the Southport College contract for newly appointed lecturers. This consists of a normal working week of 35 hours (FTE)\* and a holiday entitlement of 280 hours (FTE) plus Bank Holidays. In addition there are a possible 3 extra days holiday awarded at the discretion of the College for efficiency purposes.

This is an Allowance Band A Curriculum Leader role therefore the post holder will receive a reduction in formal scheduled teaching hours of 51 hours in total over a full teaching year (reviewed annually).

The postholder will be eligible to contribute automatically to the Teachers' Pension Scheme (subject to qualifying conditions). Details of the scheme in operation can be found in the vacancies area of the College's website.

During their employment with the College the postholder will be expected to conduct themselves in a manner appropriate to the professional image of the College. They will be expected to provide a prompt and efficient service and to maintain appropriate standards of personal appearance at all times.

An enhanced disclosure from the Disclosure and Barring Service (DBS) will be requested in the event of a successful application to this post.

All applications for disclosures 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 Storage, Handling, Use, Retention and Disposal of Disclosures and Disclosure Information. Copies of the Code of Practice are available from the Personnel Department on request. Copies of the policies are available on the College's website on [www.southport.ac.uk](http://www.southport.ac.uk) and the College's Intranet.

Southport College is committed to safeguarding and promoting the welfare of children. Copies of the College's Child Protection and Vulnerable Adults Policy and Procedures are available on the College's website on [www.southport.ac.uk](http://www.southport.ac.uk) and the College's Intranet.

*\*pro-rata for fractional posts*

**Timetable for Appointment:**

Deadline for receipt of applications: **Monday, 28<sup>th</sup> November 2022 (10.00am)**

Interviews will be held: within one month of closing date

**Application Procedure:**

An application form should be completed and supported by a letter of application, which succinctly but comprehensively identifies your reasons for applying and how your career to date may have equipped you for the post.

**Completed applications should be returned via email to [personnel@southport.ac.uk](mailto:personnel@southport.ac.uk)**

Upon receipt of your emailed application form, we will acknowledge your application via return email. If you haven't received a confirmation email prior to the closing date for the vacancy, please check your 'spam' or 'junk mail' folder. If the email is in this folder, please mark it as 'not spam/junk'. This should ensure that any further emails we send to you are not missed.

In the interests of economy you will not hear from us again unless you are shortlisted. Your interest in the post is greatly appreciated.