

## COURSE LEADER TEACHER TRAINING (MATERNITY COVER)

### JOB SPECIFICATION

<b>Salary:</b>	£25,492 - £29,351 per annum (Actual) £39,301 - £45,250 per annum (FTE)  Plus 27.8% employer pension contribution
<b>Working Hours:</b>	24 hours per week Fixed Term (Maternity Cover)
<b>Area:</b>	Creative Arts & Technical Industries
<b>Reporting to:</b>	Assistant Principal – Creative Arts & Technical Industries
<b>Location:</b>	Taunton College
<b>Closing date:</b>	Midnight on Thursday 22 January 2026

### Job Purpose

The post-holder will be a motivated and enthusiastic educational professional with a strong commitment to teacher training and development. As a collaborative team player, you will strive to deliver the best possible outcomes for in-service and pre-service trainee teachers, supporting them to maximise their potential and achieve timely success in their qualifications. The ideal candidate will have experience within the Further Education sector, preferably with a background in teacher training, and demonstrate flexibility in adapting to the diverse needs and levels of trainees. You will be responsible for coordinating a highly effective teaching, learning and assessment experience across the Level 3 Education & Training, Level 5 Diploma in Teaching and L6/7 PGCE/L5 Cert Ed programmes, ensuring compliance with professional standards and fostering excellence in practice. In addition, you will lead and inspire a team of staff to uphold the college's expectations of quality and contribute to the development of outstanding future educators.

UCS College Group offers a range of fantastic employee benefits including:

- Generous pension scheme
- Competitive holiday entitlement
- Dedicated CPD days
- 2 wellbeing days

- 2-week Christmas closure
- On-site discounted gym
- Free parking
- Discount platform
- Employee Assistance Programme

UCS College Group is committed to equality, diversity and inclusion and welcomes applicants from all backgrounds and communities. We are also a disability confident employer and we'll do all we can to help with your application. Please let us know if you need to request reasonable adjustments. We encourage everyone to apply who wishes to and we believe that everyone should have an equal opportunity.

<b>Job Responsibilities</b>
<b>Teaching, Learning and Assessment</b>
To deliver high quality teaching and learning across the Level 6/7 and Level 5 Certificate in Education Programme.
To formally report on individual student progress through the College's quality systems and/or partner agreements.
To produce and provide/deliver resources for students to enable more effective learning
To use and apply modern technology to enhance the learning experience for students (e.g. ILT, VLE, specialist software/resources)
To set, mark, record and feedback on PGCE/Cert Ed student work/assessment, evidencing student progress and achievement, including internal verification, standardisation and moderation as required
To carry out teaching observations on trainee teachers across the Level 5 DiT and PGCE/Cert Ed programmes, feeding back and providing developmental targets for practice progression
<b>Course Leadership</b>
To oversee the quality and development of relevant College programmes in Education and Training including the PGCE/Cert Ed, Level 5 DiT and L3 Education and Training
To act as the first point of contact for internal and external queries, issues and actions concerning the students on programme or for other programme related matters
To act as personal tutor for the PGCE/Cert Ed programme and to act as the first point of contact for external persons such as partnership and placement colleagues
To record and report on student retention and achievement and other related matters via the College's and partnership's quality assurance processes
To oversee the effective implementation of the internal verification process on the PGCE/Cert Ed, Level 5 DiT and L3 Education & Training programmes and to liaise with the external verifiers over external quality checks where applicable

To ensure that course files, action plans and annual monitoring documents are complete and current

To lead and take part in regular course team meetings where applicable including those held by the college, and also the partnership

To ensure all students on programme are correctly registered for qualifications and to ensure achievements are recorded accurately

To ensure that marketing materials related to the programme are up to date and relevant and to partake in marketing events and interview processes for course applicants

To collect, report on and implement student voice feedback

## **Tutoring**

Work as a personal tutor, co-ordinated by senior tutors, and engage with student services as required

Use the College disciplinary process as a positive way to support student success

Complete one to one tutorials with learners and record progress and outcomes on the ILP

Support learners on study programmes to participate in, and gain value from, the cross college tutorial programme

Ensure the effective use of value added data and systems to plan and support individual learner progress across allocated courses/programmes/subjects

Ensure the College's value added system is used to support emotional, social and employability skills alongside learners' studies

Prepare learner reports and contribute to parents' evenings and provide employers with progress updates as appropriate

Participate in learner interviews and plan and deliver taster days, 'keep warm' activities, welcome days, enrolment and induction activities

## **Quality**

Support students to participate in student forums and surveys and collate course/programme/subject 'learner voice' feedback to support action planning for continuous improvement

Ensure and maintain standards and quality by engaging with and using the College quality systems

Contribute to the evaluation of TLA procedures to enhance the learner experience and support Continuous Professional Development (CPD)

Be accountable for course/programme/subject key performance indicators (KPIs)

Hold team meetings to standardise practice, share information and good practice, and plan and implement improvements

Ensure course/programme/subject files are complete and up to date

Undertake the role of IV/IQA as required and devise and implement subsequent action plans
Complete a Self-Assessment Monitoring (SAM) record including a Quality Improvement Plan for the courses/programmes/subjects allocated for the Level DiT and L3 Education & Training
Contribute to the course approval process by providing subject specialist information
<b>Continuous Professional Development</b>
Participate in staff development activities to support Continuous Professional Development (CPD) and keep a Professional Development Portfolio (PDP) to evidence personal development and impact on practice
Actively participate in the College performance management processes, including appraisals to support personal and professional development and enhance learner experience
<b>Contribution to the Section and Area Team</b>
To attend and contribute to course team meetings, section meetings, tutor, Area team and partnership meetings where applicable
To work closely with college and partnership colleagues in developing and improving the current curriculum offer for programmes within remit
To partake in marketing and recruitment activities for the Section, including open evenings, school tasters and visits, student profiling for publications etc. These may occur offsite
<b>Other</b>
Attend Department, Area and College meetings as required
Contribute to and support delivery of the College strategic and operational plans
Supports and promotes equality and diversity at the College to ensure equality of opportunity for all students, visitors and staff and the elimination of discriminatory practices.
Maintains and promote a healthy and safe environment at the College to ensure students, visitors and staff are safe from harm.
Supports and promotes the safeguarding agenda at the College to ensure students, visitors and staff are safeguarded.
To partake in marketing and recruitment activities for the Section, including open evenings, school tasters and visits, student profiling for publications etc. These may occur offsite.
Any other duties connected with the post as are reasonably required from time to time

### **Qualifications/Skills/Knowledge/Qualities**

The success of UCS College Group rests on a very strongly felt and shared set of values which determine its strategic direction. It is absolutely crucial that the successful candidate shares our values of student-centredness, equality of opportunity and parity of esteem for staff

and students. They must enjoy working within the team philosophy of the College and working collaboratively.

At UCS College Group we are:

- Passionate and excited about learning
- Professional and enterprising
- Responsive to student, employer and community needs
- Inclusive and supportive
- Innovative and creative
- Always aspiring to the highest standards
- Friendly and welcoming

The following criteria are used to shortlist applicants and assess candidates. Please show evidence of how you meet these criteria in your application.

Essential Criteria	How Measured
Hold a relevant degree or professional qualification	Attainment certificates
Hold a teaching qualification at Level 5 or above	Attainment certificates / personal statement / interview
Have an ability to lead the development of teaching, learning and assessment across relevant programmes, courses and subjects	Personal statement / microteach session / interview
Knowledge of KPI's and success measures within Further Education	Personal statement / interview
Have up-to-date sector/industry knowledge and/or evidence of specialist subject knowledge in the area of teacher training	Personal statement / interview
Have a strong desire to be part of a high performing team and work collaboratively across the College and partnership	Personal statement / interview
Have a strong desire to see all learners succeed and progress, and have a clear understanding of their needs and how these may be met	Personal statement / interview
Have a proactive and progressive attitude towards course development and a vision and enthusiasm to further develop the teacher training provision	Microteach session / interview
Willing and able to develop curriculum, teaching and learning materials in subject specialisms as part of continuous development	Microteach session / interview
Be an excellent communicator with highly developed interpersonal skills	Interview
Possess strong and effective problem solving and IT skills	Interview
Desirable Criteria	How Measured
Demonstrable experience of managing and/or leading a successful team	Application

Have the ability to demonstrate experience of managing and/or leading a successful team	Application / interview
Experience in monitoring and/or course leading learner groups	Personal statement / interview
Have a commitment and enthusiastic approach to continuous self-development	Personal statement / interview

## Application Forms

Fully completed application forms should be submitted online by **Thursday 22 January 2026**. Please note that we are unable to accept CVs.

Unfortunately, due to the volume of applicants the College receives, we are unable to contact candidates who are not shortlisted for interview. Therefore if you have not been contacted within four weeks of the post's closing date, you may assume that your application has not been successful on this occasion.

## Interviews

Interviews have been scheduled for **Friday 30 January 2026**. Shortlisted candidates will be contacted shortly after the closing date.

The interview process will require candidates to be available to attend a whole day assessment process.

The interview process will include;

- Microteach
- Individual interview(s)

Candidates who successfully complete the morning activities will be invited to a formal interview in the afternoon. Candidates will be informed of the outcome at the end of the formal interview process.

## CONDITIONS OF EMPLOYMENT

### Teaching Hours

This is a teaching post, and the total teaching hours will be 828 hours per year (FTE) (based on a notional 23 hours per week x 36 teaching weeks). There will be 36 hours of remission per year, thereby making the actual total teaching hours for the 25/26 academic year 792 hours. Depending on the programme(s) taught on, the number of teaching weeks may be higher or lower.

### Working Hours

Normal working hours are from 8.30am to 5pm Monday to Thursday, and 8.30am to 4.30pm on Friday but some flexibility may be required to meet the needs of the business. This is an all year round post. Teaching may be scheduled to take place on up to 2 evenings per week.

**The successful candidate will be employed on a maternity cover contract lasting for up to one year – the substantive post-holder may choose to return to work at any time giving 8 weeks' notice.**

## **Working Year**

The working year of a Lecturer normally consists of 215 days of which 200 are on site, the difference being set aside for personal development. Of the 200 days on site, 180 days will be teaching, with the remaining 20 days being available for administration and staff and curriculum development.

## **Christmas Closure**

It has been custom and practice for the College Group to close for a 2 week period at Christmas each year, with the exception of some external sites due to business requirements. This practice will continue, subject to any future changes in the organisation of College Group's terms/curriculum programmes.

## **Pre-employment Checks**

Any offer of employment will be subject to employment references, medical clearance and a satisfactory Disclosure and Barring Service (DBS) clearance (see below for further details of the disclosure procedure).

## **Benefits**

As a diverse, competitive and quality employer, we regularly review our staffing policies and our reward and benefits package. With more than 1600 staff deployed over 3 campuses and in many role types, we have a variety of contracts, terms and conditions and staff benefits. The benefits include:

### **Financial**

- Competitive salaries, A defined benefits pension scheme (either the Teachers' Pensions or the Local Government Pension Scheme) (dependent on role)
- Discount platform which includes holidays, supermarkets and many more
- NUS Totum Discount Card

### **Family and Personal**

- Generous holiday entitlement, plus bank holidays and 2-week Christmas closure. • Additional annual leave purchase scheme (dependent on role)
- Career break opportunities
- Childcare Centre located at our Bridgwater College, offering a 5% staff discount on childcare fees.

### **Recognition**

- Bi-annual support and teaching staff achievement recognition (STAR) awards
- Long service celebrations and awards

### **Health and Wellbeing**

- Employee Assistance Programme including Wisdom App
- College gym membership for as little as £15 per month (salary deduction option available), or discounted Nuffield Health gym membership.
- Cycle to work scheme
- Occupational health service
- In-house counselling service

- Eye care, including free eye test and a contribution towards glasses and/or contact lenses
- Microsoft Office Package

### **Leisure and Pleasure**

Staff are welcome to visit and can enjoy discounts at:

- Cannington Golf Centre
- The Walled Gardens of Cannington (and Tea Rooms)
- Cannington Equestrian Centre

### **Equality & Diversity**

UCS College Group is committed to the promotion of equal opportunities and is dedicated to pursuing non-discriminatory policies and practices and to eliminate unfair discrimination on any basis. This means that we are striving to ensure that no job applicant will receive less favourable treatment than another on grounds of gender, marital status, age, racial origin, disability, sexual orientation or political or religious beliefs.

### **Criminal Record Check via the Disclosure Procedure**

The Rehabilitation of Offenders Act 1974 gives individuals the right not to disclose details of certain old offences when asked about their criminal record as they may be defined as 'spent'. There are exemptions to this if the individual is offered a post which involves contact with children or regular work at an establishment exclusively or mainly for children.

The post you have applied for falls into this category and, therefore, requires a criminal background check.

If a job offer is made you will be asked to apply for a DBS Disclosure Certificate. The Disclosure Certificate will contain details of current and "spent" convictions, cautions, reprimands or warnings held on the Police National Computer, excluding certain specified old and minor offences.

The DBS Disclosure will also indicate whether information is held on government department lists of those individuals who are barred from working with children or vulnerable adults (if applicable).

The information provided on the Disclosure certificate will be considered by the College to ensure that children and vulnerable adults remain adequately protected. UCS College Group wants to reassure candidates that a criminal record is not necessarily a bar on obtaining a position.

Further information about Disclosure can be found at [www.homeoffice.gov.uk/dbs](http://www.homeoffice.gov.uk/dbs).