

COURSE LEADER - T LEVEL BUSINESS

JOB SPECIFICATION

Salary:	£39,302 – £45,250 per annum +£3,000 Golden Hello payment *Plus 28.70% Employer pension Contribution
Working Hours:	37 hours per week, Permanent
Area:	A Levels & Creative Arts
Reporting to:	Assistant principal – A Levels & Creative Arts
Location:	Bridgwater College
Closing date:	12 midnight, Monday 5 January 2026

Job Purpose

Inspire and Develop the Next Generation of Business Leaders

Are you ready to shape the future of business education by leading our T Level in Business: Management & Administration? We're seeking a motivated, knowledgeable, and forward-thinking Course Leader to join our thriving team.

As Course Leader, you will take responsibility for designing, delivering, and leading innovative, industry-informed teaching that equips learners with the knowledge, skills, and behaviours needed to succeed in management and leadership roles. Your focus will be on our Level 3 T Level programme, ensuring students are fully prepared for higher education, apprenticeships, or direct progression into the workplace.

You will ensure that our curriculum reflects current industry standards and future workforce needs, empowering students to build confidence and thrive in competitive business environments.

Alongside this, you'll contribute to our wider Business provision, working collaboratively to embed high-quality teaching, assessment, and support. With a strong foundation in Business and a passion for education, you'll inspire students to reach their potential and become the leaders of tomorrow.

The post-holder will be motivated and enthusiastic and a strong team player who strives to deliver the best possible outcomes for our learners by maximising their potential to make positive progress towards timely success. The ideal candidate will have some industry experience and be flexible in your approach to adapt to the various levels and needs of learners. You will be expected to co-ordinate a highly effective teaching, learning and assessment experience across allocated courses, programmes and subjects and lead a successful team of staff to contribute to the college's expectations of quality.

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.

**Golden Hello Payment of £1500 upon first salary payment
£1500 to be paid upon successful completion of probation*

Job Responsibilities
Teaching, Learning and Assessment
To deliver high quality teaching and learning across a number of related Programmes in your subject specialisms
To formally report on individual student progress through the College's quality systems and/or partner agreements
To produce and provide 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)
Where applicable, to set, mark, record and feedback on student work/assessment, evidencing student progress and achievement, including internal verification as required
Course Leadership
To oversee the quality and development of relevant College programmes in Plumbing which will be assigned to you, identifying areas for improvement and action where applicable
To act as the first point of contact for internal queries, issues and actions concerning the students on programme or for other programme related matters
To act as tutor for the programme where applicable and to act as the first point of contact for external persons such as parents and employers
To record and report on student retention and achievement and other related matters via the College's quality assurance processes
To oversee the effective implementation of the internal verification process on the programme and to liaise with the external verifier over external quality checks where applicable
To ensure that course files are complete and current
To lead and take part in regular course team meetings where applicable
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
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
Contribute to the course approval process by providing subject specialist information
Continuous Professional Development
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
Contribution to the Section and Area Team
To attend and contribute to course team meetings, section meetings, tutor and Area team meetings where applicable
To work closely with 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
Other
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. S/he 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 or willing to work towards one	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 key areas	Personal statement / interview
Have a strong desire to be part of a high performing team and work collaboratively across the College	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 Business 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
Hold a management qualification	Application
Demonstrable experience of managing and/or leading a successful team	Application
An understanding of the local labour market.	Application / interview
Knowledge of project management, finance, and people/HR practices	Application / interview
Have the ability to demonstrate experience of managing and/or leading a successful team	Application / interview
Demonstrate effective skills in leading management of change	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 **12 midnight, Monday 5 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 **Tuesday 13 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 (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 15/16 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.

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)
- UCS Extra – our own retail and leisure discount scheme
- 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.