

HEREFORDSHIRE AND LUDLOW COLLEGE

Job Description

ACCESS TO HIGHER EDUCATION CO-ORDINATOR

JOB PURPOSE

To act as the Access to Higher Education Programme Leader and deliver a range of teaching to defined quality standards and support colleagues in carrying out organisational and administrative duties. Responsibilities will include the preparation of work, marking and assessment and may encompass student welfare and counselling. The post holder is required to fully support and participate in school activities which help to achieve the College's mission and objectives.

HLC is committed to safeguarding and you will be expected to work to promote the College's Safeguarding policy and practice.

MAIN DUTIES AND RESPONSIBILITIES

A flexible approach is required to the job as change may be necessary within the scope of the post.

1. Lecturing Duties

- to undertake lecturing duties as directed by the Curriculum Team Leader – Education and Training
- to undertake the necessary preparation and marking, associated with assigned lecturing duties
- to maintain up-to-date records for students attendances in the registers provided, completing all necessary summaries at the end of the course
- to maintain schemes of work, for all classes, and a record of work undertaken
- to complete all returns as and when required
- to maintain subject and course portfolios
- to undertake assessments associated with assigned lecturing duties
- to report on the progress of students as necessary
- to undertake curriculum development as necessary, the Access course being of particular responsibility

2. Course Team Duties

- Access to Higher Education Programme Leader
- to act as Admissions tutor for the Access course
- to actively participate in the work of the Education and Training Team and Access Course Team
- to assist in marketing of our courses
- to assist the course team in pre-course counselling of students, formation of individual student course programmes and enrolment of students
- to take on the role of Personal Tutor as defined in College guidelines supporting the students for the UCAS applications process
- to participate in the College Quality Programme and enrolment of students

- to assist the course team in liaison with outside bodies, particularly the University of Worcester

3. Centre Duties

- to be responsible for updating personal knowledge and skills, relevant to current proposed areas of work.
- to ensure that all your work is carried out safely
- to participate in the review, and if necessary, the updating of this document as considered necessary and appropriate by the Curriculum Team Leader or yourself.
- to undertake all reasonable duties as directed by the Curriculum Team Leader.

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4. Staff Development

- to undergo Safeguarding Children training appropriate to this position
- to participate in PREVENT training
- to participate in skills updating to meet identified institutional, industrial or personal needs
- to participate in the College's staff appraisal scheme.

PERSON SPECIFICATION

Essential

- A Degree in a relevant subject to Access to Higher Education Diplomas eg Psychology/Sociology
- A minimum Level 2 qualification in literacy and numeracy
- A relevant teaching qualification
- Experience of teaching level 3 courses

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Desirable

- A level 2 qualification in IT
- A relevant higher education qualification
- Experience in teaching Access to Higher Education