



Post Title: Coordinator of Professional and Distance Learning provision

Post Ref: 1321

Permanent Contract

Salary: c. £35K

We are seeking to recruit a Coordinator for our Professional & Distance Learning provision. This post will provide managerial support to the executive team and to other managers of the College.

The post holder is

- To line manage the curriculum team and ensure that all students have a high quality learning experience and are appropriately supported to achieve their qualification aims and progression plans.
- To line manage staff effectively and promote excellence in the professional practice of teaching, learning and assessment and the support and development of students.
- To work effectively and cooperatively with other Curriculum Team Managers to ensure coherent programme/curriculum planning and implementation, universal use of e-learning, and effective use of resources.
- To work closely with the admission team to ensure that adult provision recruitment is efficient, accurate and provide good student experience.
- To act as the lead internal verifier for the team and to ensure that internal verification of all awards offered by the team meets national, awarding body and College requirements.
- To use the Quality Framework to drive improvement in the area.
- The weekly teaching commitment is 3 hours per week.

You will therefore have teaching experience, excellent interpersonal and communication skills, and a good working knowledge of quality assurance.

In return Croydon College offers generous leave, the opportunity to join the Local Government Pension Scheme and a commitment to your continuing personal development in an environment that encourages excellence, creativity and diversity.

Please see the Job Description for more information.

Closing date: midnight on 30th June 2019

Interviews: likely to be week commencing 8th July 2019

CV's not accepted.

This post is subject to an enhanced disclosure via the Disclosure and Barring Service.

We encourage applications from all sectors of the community, to reflect our diverse student population.