
YEOVIL COLLEGE – JOB DESCRIPTION

Job Title:	Biology Lecturer / Course Manager (Skills Priority Sector Science)
Department:	Academic Faculty
Responsible to:	Curriculum Lead A Level Science
Hours:	15 hours per week, all year round
Salary:	£16,182 - £18,461 [FTE £39,917 - £45,539 YCL5.1 - YCL5.5] dependent on sector experience, skills and knowledge
Date of Issue:	September 2026

1. Job Purpose

To be part of a dynamic curriculum team delivering a sequenced curriculum that is innovative, creative and ultimately prepares learners for their next step. Effective study programme management and working closely with other members of the team to deliver the curriculum is a key responsibility. An essential requirement of the job role is to ensure the learners on the study programme have an outstanding experience. This role will also cover some hours teaching basic Science and Biology for our Dental Technology Curriculum.

- To effectively develop, deliver and manage Study Programme(s) for priority sector or stated skills shortage areas which meet stated local, regional, and National workforce needs.
- To work with internal and external stakeholders, postholders will respond to emerging themes and priorities to deliver government skills and economic policy to develop new curriculum which will deliver new skills into the workforce within stated priority areas.
- To be experts in their field with a sound knowledge of skills and training, able to work with line management and teams to translate emerging themes in their sector into training and education opportunities in Further and Higher Education.
- To provide an outstanding service to learners, staff and other stakeholders.
- To actively engage in developing and promoting the departments operational plan
- To actively engage with achieving the College strategic aims and development plans
- To actively promote equality, diversity and fundamental British Values in all aspects of the role.

2. Key Roles & Accountabilities

- To design, develop and deliver new or adapt existing curriculum for priority sector or stated skills shortage needs.
- To utilise or establish an effective network of employer and key stakeholders, internally and externally.

- To be pro-active in identifying emerging sector or skills specific agendas which influence the direction of Level 3, 4 and above education and training.
- To translate emerging themes into funded or commercially viable curriculum to meet the skills required to deliver government policy and local/regional workforce requirements.
- To liaise with and support local businesses and representative bodies to establish a coherent voice with which to inform curriculum developments.

Overarching responsibility

- To coordinate the effective delivery of specific units within all levels of FE and/or HE programmes.
- To deliver across a range of programmes within the curriculum area and across the college as required.
- To develop material for the delivery of new programmes for both full time and part time studies.
- Involvement in curriculum development and planning in line with current good practice and encompassing the study programme framework

Recording achievement and performance

- Coordinate the monitoring and tracking of learners' achievements including target setting and qualification achievement
- Overall responsibility for course management and student performance including English, mathematics and other study programme elements
- Monitoring and tracking of learners' achievements for teaching modules allocated
- Ensure we meet the College' expectations and standards with teaching, learning, assessment and documentation requirements

Learning plans

- Liaise with tutors and teachers to ensure that learning plans are regularly updated

Coordination of course related and learning materials

- Coordinate the collation and storage of course materials and awarding body correspondence including the use of Moodle based storage / courses
- Development of relevant detailed schemes of work

Liaison with learning support

- Coordinate the effective use of learning support by the course team to ensure support is in place
- Work closely with tutors and other college agencies on matters concerning student support and guidance

Contribution towards continuous quality improvement

- Liaise with Lead Internal Verifiers and External Examiners on quality and improvement of learning and assessment material.
- Quality assure all course and delivery materials to ensure awarding body and college compliance in conjunction with the CAM.
- Lead course quality reviews in line with the college calendar and using the appropriate paperwork
- Monitor and recommend resources and learning materials required for effective and compliant delivery in conjunction with the CAM.
- Liaise with the Internal Verifier to ensure that IV plan is in place and that team members are aware and understand this.
- Monitor course performance through the use of management information and Pro Achieve.
- The use of Smart Assessor to assess and track progression of apprentices.
- Ensure high levels of attendance to all sessions and prompt completion of registers

Enrichment

- Have responsibility on course related enrichment activities and trips and ensure team and CAM awareness if applicable
- Contribute and as requested by the CAM lead on learner views / voice forums for relevant courses

Meetings

- Chair regular team meetings as specified by the CAM
- Team meetings follow standard College agenda

Administration

- Liaise with I-zone team to ensure that course team complete and maintain all appropriate programme documentation, management and statistical information in line with Department, College and external procedures

Learner recruitment and promotional activities

- Undertake reasonable promotional and marketing activity as agreed with CAM and within the parameters of the Collective Agreement
- Conduct interviews with prospective learners
- Plan and deliver an appropriate induction for learners onto both FE and HE programmes
- Ensure that you understand and actively promote equality of opportunity for all including; students, parents, staff, employers, visitors, suppliers
- Celebrate student success and support their continuous development

General Duties

- Support with cover to enable continuous smooth running of the specified courses
- Actively promote and market the College and present a positive image of the College and its activities both within and outside the College environment.
- Ensure the quality standards and performance measures applying to the work of the section are met and facilitate continuous improvements in all aspects of the post.
- Undergo any self-development and training as necessary for success in the role.
- Carry out any duties at all times in accordance with the College's policies including Equality and Diversity, Health and Safety Policies and Child Protection Legislation (Every Child Matters).
- Incorporate into the role the philosophy, values and behaviour stated in the College mission and Strategic plan.
- Be aware of and maintain within the College the College's approach to security and discipline.
- Undertake any other responsibilities commensurate with the grade of the post, which the principal or their senior management representative may from time to time require.

3. Other Duties

The Post Holder may be required to perform duties other than those given in the Job Description for the post. The particular duties and responsibilities attached to posts may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and would not of themselves justify the re-evaluation of a post. In cases, however, where a permanent and substantial change in the duties and responsibilities of a post occurs, consistent with a higher level of responsibility, then the post will be eligible for re-evaluation.

To participate in the College appraisal system and take responsibility for your own personal development.

4. Health and Safety

The post holder will agree, as part of the contract of employment, to comply with their duties under the Health and Safety at Work Act 1974, and any Health and Safety Regulations issued under the Act, and to cooperate with the College to enable it to carry out its health and safety duties under the Act. Failure to comply with health and safety duties, regulations, work rules and procedures regarding health and safety, may lead to disciplinary action.

5. Equal Opportunities

All staff have a responsibility to treat others with fairness, equality and respect in accordance with legislation, the College's equality and diversity policy and the College's Core Values.

Yeovil College wholeheartedly supports the principles of equality and diversity and opposes all forms of unlawful or unfair discrimination on the grounds of race, ethnic or national origin, gender, gender re-assignment, disability, sexual orientation, religion or belief, age, marital status, family responsibility, pregnancy or maternity, trade union activity or unrelated criminal convictions.

All employees of the College have a responsibility for behaving and acting in a way that supports this policy and procedure and promotes equality and diversity as well as fundamental British values in all aspects of their work.

6. Safeguarding

Yeovil College is committed to prioritising and promoting safeguarding and protecting all children, young people and vulnerable adults from harm whatever, their age, gender, ethnicity, disability, language, faith and or sexual orientation. The term 'safeguarding children and young people' embraces both child protection and a preventative approach to keeping young people safe. 'Safeguarding' therefore encompasses learner health and safety, bullying, meeting the medical needs of those with medical conditions, providing first aid, security, support / safeguarding from drugs and substance abuse etc. This policy is applicable to all learners, staff, volunteers and visitors to Yeovil College as well as children who are in the care of learners whilst on placements and/or employees of Yeovil College and safeguarding is everyone responsibility.

Yeovil College – Person Specification

Post: Study Programme Manager – Skills Priority Sector (Science)

	Essential	Desirable
Previous Experience	1- 2 years relevant industry experience - Previous experience of successful teaching of A Level Biology	3 + years relevant industry experience - Previous experience as an A Level Examiner.
Qualifications	- BSc Degree in Biology with experience and willingness to obtain relevant CPD. - Teaching qualification (or willingness to work towards)	- Master's Degree in Biology - Assessors Award
Special Skills/Aptitudes	- Passionate about Teaching and Learning. - Proven background in successfully working as part of a team. - Evidence of high levels of student achievement and Value Added.	Evidence of capability with classroom based ILT.
Personal Attributes	- Commitment to inclusive education - Well organised and co-ordinated approach - Ability to represent the College positively, both internally and externally. - Enthusiasm for subject and working with learners. - Be reliable. - Willingness to engage in further training as required to update own knowledge and skills. - Willingness to teach Science and Biology in other Curriculum Areas.	
General	Participate in evening and weekend promotional activities as and when required	
Ability to demonstrate the College values	- Aspirational – High ambition, expectation, and effort. - Collaborative – In it together. - Exceptional –Innovative and enterprising. - Team YC – Doing amazing things.	

Where aspects of the person specification are shown as 'desirable' it is understood that the knowledge, skills or experience required could be achieved through relevant training which the College is committed to provide. In decisions on selection, however, preference will be given to those candidates who can already demonstrate competence in areas specified.

In addition to the candidates' ability to perform the duties of the post, the selection process will also explore issues relating to safeguarding and promoting the welfare of children and vulnerable adults. The candidates will also be tested with regards their openness to diversity.

Employment Checks

The appointment is subject to Yeovil College obtaining medical, Disclosure and Barring Services clearances, evidence to show you are legally entitled to work in the UK (under the Immigration, Asylum and Nationality Act 2006) and employment references satisfactory to us and evidence of relevant qualifications to the post.

Please note that if the above clearances and references are not consistent with the information provided by you then your offer of employment may be withdrawn.

Please be aware that this post requires an Enhanced DBS check based on the specific duties of the position.

The Police Act 1997 provides a statutory basis for certain criminal record checks to be used by establishments, to safeguard children and vulnerable adults to provide information on anyone seeking to engage in activities with children and young people which are exceptions to the Rehabilitation of Offenders Act 1974. Working at the College could involve substantial access to young people or vulnerable adults and is therefore exempt from the Rehabilitation of Offenders Act 1974. **You must therefore disclose any cautions, convictions or pending prosecutions you may have, even if they would otherwise be regarded as 'spent' under this Act.**

A conviction will not necessarily be a bar to employment at Yeovil College. Ask a member of HR for our 'statement on the recruitment of ex offenders'.

In performing our registered body duties, the College follows the Disclosure and Barring Service code of practice, and our Disclosure & Barring Service Handling Policy 2016. Both these documents are available upon request from the HR team. The DBS Code of Practice can also be found here:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/474742/Code_of_Practice_for_Disclosure_and_Barring_Service_Nov_15.pdf