



## Job Title: Academic & Administrative Course Leader – PCDP

Reports to: College Director

Department: Academic & Student Welfare Department

Salary: £21,000p/a 3 days per week, in-person during term-time

## Role Purpose

The Academic & Administrative Course Leader is responsible for the effective and efficient academic and administrative leadership of their designated course. The postholder will ensure exceptional academic standards, strong qualification outcomes, smooth course operation, and a high-quality student experience across all academic aspects of the programme.

Working alongside the Vocational Course Leader, the Academic & Administrative Course Leader will provide day-to-day oversight of the academic planning, assessment, tracking, attendance monitoring, quality assurance, and administrative coordination of the course. The role is central to ensuring that students achieve excellent academic and qualification outcomes, that course systems run effectively, and that academic processes are delivered consistently and to a high standard.

This role does not hold lead responsibility for vocational training standards or pastoral care delivery, but works closely with those functions to ensure that academic, operational, and student support processes are aligned and effective.

## Key Responsibilities

### Academic Leadership and Quality

- Lead the academic delivery and administration of the designated course, ensuring high standards of organisation, consistency, and performance.
- Oversee academic planning to ensure qualification delivery is coherent, well sequenced, and effectively managed across the year.
- Ensure all academic assessment, marking, internal verification, moderation, and standardisation processes are completed accurately and on time.
- Monitor the quality of academic delivery and assessment practice across the course, identifying issues and driving improvement where needed.
- Support strong academic outcomes through effective oversight of progress, attainment, and qualification performance.

- Ensure academic processes are compliant with awarding body and internal quality requirements. Comparable roles frequently include responsibility for assessment, quality assurance, and moderation.
- Deliver and oversee practical teaching sessions, workshop and studio-based learning to support student development and industry readiness.
- Maintain effective communication with the partnership university, including coordination of requirements and preparation of samples for external moderation.

## Student Progress, Attendance and Outcomes

- Monitor student academic progress, achievement, submission, and attendance across the course.
- Ensure accurate tracking systems are in place to identify strengths, risks, and underperformance at an early stage.
- Work with relevant colleagues to ensure timely interventions are put in place where students are falling behind academically or engagement is a concern.
- Maintain oversight of attendance, punctuality, and engagement processes, ensuring that these are followed consistently and effectively.
- Drive high academic expectations and support a culture of accountability and achievement.
- Contribute to the achievement of outstanding qualification outcomes and positive student progression. Attendance, progress monitoring, and learner journey oversight are common features in equivalent programme leadership roles.
- Support students' academic development through the use of appropriate diagnostics (including dyslexia and other specific learning differences), ensuring reasonable adjustments and targeted strategies are implemented to enable all learners to achieve their potential.

## Course Administration and Operational Oversight

- Oversee the smooth day-to-day academic and administrative operation of the course.
- Ensure course documentation, records, registers, trackers, assessment schedules, reporting systems, and academic communications are accurate and up to date.
- Work closely with the Timetabling & Cover Teacher Administrator to ensure teaching cover, scheduling, and timetabling arrangements support effective course delivery, while not holding direct responsibility for completing those tasks personally.
- Ensure deadlines, academic calendars, assessment points, reporting requirements, and internal processes are clearly planned and delivered.
- Lead on the coordination of course meetings, academic reviews, and relevant administrative processes.
- Ensure that course systems operate efficiently and support both staff and students effectively. Day-to-day course management and operational oversight are also core themes in comparable course leader roles.

## Student Experience and Satisfaction

- Maintain oversight of the student academic experience across the course.
- Monitor student feedback, satisfaction indicators, and key student experience measures, including National Student Survey-related data collection where applicable.

- Ensure student voice is gathered, reviewed, and used meaningfully to improve course quality and student satisfaction.
- Work with colleagues to identify and address issues affecting student experience, engagement, or confidence in the course.
- Support the delivery of a well-organised, responsive, and high-quality academic experience that reflects Dancebox standards. Student experience and student satisfaction are repeatedly highlighted in comparable programme leader roles.

## Assessment, Marking and Moderation

- Oversee marking processes across the academic elements of the course, ensuring consistency, fairness, timeliness, and quality.
- Ensure all moderation, standardisation, and internal verification processes are effectively coordinated and quality assured.
- Monitor assessment practice to ensure students receive clear feedback and that marking supports progress and achievement.
- Maintain oversight of academic integrity, assessment records, and evidence requirements.
- Support readiness for internal and external quality review, moderation, and compliance activity. Equivalent roles often explicitly include ownership of marking and moderation systems.
- Complete and maintain grade trackers for the partnership in preparation for exam boards, ensuring accuracy, consistency, and timely submission.
- Liaise with external markers, maintaining clear communication and accurate module documentation, to ensure consistency in grading and alignment with sector standards and expectations.

## Cross-Departmental Coordination

- Work closely with the Vocational Course Leader to ensure strong coordination between academic and vocational elements of the course while maintaining clear lines of responsibility.
- Work with the Pastoral & Student Services Manager to ensure that student support processes are effective and that concerns affecting attendance, progress, or engagement are addressed appropriately.
- Liaise with the Qualifications Director and wider academic team to ensure consistency of standards, process, and reporting.
- Support a joined-up approach across academic, operational, vocational, and student support functions.

## Person Specification

### Essential

- Significant experience in academic course leadership, programme coordination, or education administration.
- Strong understanding of qualification delivery, assessment, marking, moderation, and academic quality assurance.
- Experience of monitoring student progress, attendance, and academic outcomes.

- Strong organisational and administrative skills, with excellent attention to detail.
- Ability to manage multiple priorities, deadlines, and operational processes effectively.
- Strong communication and interpersonal skills.
- Ability to analyse information, identify issues, and implement effective improvements.
- Commitment to high standards, strong student outcomes, and a well-run course environment.

## Desirable

- Experience in a performing arts, further education, higher education, or specialist training environment.
- Teaching qualification or relevant education/training background.
- Experience of awarding body requirements, internal verification, and moderation processes.
- Experience of student satisfaction monitoring, survey processes, or quality review activity.
- Understanding of progression routes within performing arts training and education.

## Key Attributes

- Highly organised and detail-focused.
- Calm, professional, and solutions-oriented.
- Strong sense of accountability.
- Able to lead both academically and operationally.
- Collaborative and clear in communication.
- Committed to excellence in student outcomes and course delivery.

## Scope of the Role

This role is central to the academic and operational success of the course. The Academic & Administrative Course Leader will ensure that academic systems, assessment processes, student monitoring, course administration, and student satisfaction are managed to a consistently high standard, supporting outstanding qualification outcomes and a strong overall course experience.