**JOB DESCRIPTION**

**Post: Lecturer**

**Responsible To: Head of Department**

**Summary of Post:** **TO TEACH AND TRAIN STUDENTS IN A VARIETY OF LEARNING ENVIRONMENTS**

**TO PROVIDE SUPPORT TO LEARNERS TO ENABLE THEM TO ACHIEVE THEIR MAXIMUM POTENTIAL**

# Specific Duties:

1. To plan the curriculum to meet the needs of the student and the examining/validating body in liaison with the Head of Department.
2. To ensure that all students receive an up-to-date programme of study at the beginning of each course to facilitate student understanding of the objectives of the learning programme.
3. To prepare schemes of work and lesson plans in line with College guidelines and prepare teaching materials in all formats to facilitate student learning.
4. Provide within the programme of study, details of the frequency of assessment of student work, deadlines for completion and assessment criteria.
5. Undertake the role of Personal Tutor/Course Tutor for students, ensuring the adequate provision of support, and implementation of the College’s Value Added Schemes.
6. Monitor student attendance, follow up on student absence and complete student withdrawals and destinations as appropriate.
7. Act as internal assessor when required.
8. Provide a stimulating learning environment by making full use of the resources available.
9. Invite regular feedback from students through questionnaires, group discussions and course reviews to facilitate continuous improvement.
10. Organise external activities and visits as appropriate to ensure variety of approach within the learning programme.
11. To support and, where appropriate, discipline students in line with College procedures.
12. Participate in the marketing of courses, and interviewing of students, including pre-entry guidance, in liaison with the Head of Department.
13. If appropriate to lead a Course Team or as a member of a course team achieve enrolment, retention and achievement targets, and contribute to the planning and setting of targets for the course.
14. To use Information Technology within the College to aid student learning.
15. To participate in the Performance Review process, through self-assessment, teaching observations and staff appraisal, and to contribute to the development planning process to facilitate continuous improvement.
16. To undertake continuous professional development, work shadowing and industrial placements to ensure that you remain up to date in the chosen field.
17. Operate in accordance with current Health and Safety regulations and College policies.
18. To implement the College’s Single Equality Scheme.
19. To ensure that English and Maths are fully integrated into all teaching and learning activities.
20. Ensure that opportunities to evidence English and Maths are sign posted for/with the students.
21. To work in partnership with Support Staff which includes sharing of lesson plans and hand outs prior to the start of the lesson.

# General Duties and Responsibilities:

1. To participate in the Staff Appraisal Scheme and to undertake training based on individual and service needs.
2. To take a lead in creating or to promote a positive, inclusive ethos that challenges discrimination and promotes equality and diversity.
3. To comply with College policies and guidelines in respect to health & safety
4. To demonstrate positive personal and professional behaviour as specified College Code of Conduct.
5. To undertake continual CPD to support the College culture of continuous improvement.
6. To partake in Performance Standards scheme and quality assurance systems.
7. To meet minimum relevant occupational standards.
8. To keep up to date with the skills required to fulfil the role.
9. To undertake any other duties commensurate with grade as may be reasonably requested by College management.
10. You will be responsible for protecting staff and learners from all preventable harm as per College Safeguarding procedures.

You may be required to work on a weekend. You will be required to undertake class contact time up to 886 hours per annum, with the normal average of 864 hours. (pro rata for part time staff is hours)

The balance of hours will be ‘other duties’.

**Flexible Contact hours will be made up in total of Guided Learning Hours, which may comprise some of the following activities:**

* Teaching
* Work based assessment visits
* Supervision of learners on work placements and educational visits
* Time-tabled personal tutoring
* Time-tabled guidance, support and assessment
* Temporary cover for absent colleagues
* Time-tabled enrichment activity
* Invigilation and supervision of examinations/tests
* Act as course tutor if appropriate.

Other duties include:

* Administration and management of the learners’ enrolment process
* Attendance at open days, parents evenings etc.
* Planning preparation, administration, marking and assessment
* Participation in target setting, review and self-assessment processes
* Production and evaluation of learning materials and programmes
* Contact and liaison with employers, community representatives and other external agencies
* Interviewing students and prospective students

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|  | **EMPLOYEE SPECIFICATION** | **Application** | **Interview** | **Shortlisting Weighting** |
| Skills | | | | |
| 1. | Effective written and oral communication | ✓ | ✓ | 6 |
| 2. | Effective organisational skills and ability to work to deadline | ✓ | ✓ | 6 |
| 3. | Effective teamwork skills | ✓ | ✓ | 4 |
| 4. | Ability to motivate, encourage and support students | ✓ | ✓ | 6 |
| 5. | Familiarity with the use of IT | ✓ | ✓ | 4 |
| 6. | Actively contribute to the College’s Safeguarding practice, procedures, culture and ethos | ✓ | ✓ | 6 |
| Experience | | | | |
| 1. | Up to date industrial experience | ✓ | ✓ | 6 |
| 2. | Working knowledge of the requirements of Awarding Bodies | ✓ |  | 4 |
| 3. | Experience of lecturing/training/teaching | ✓ | ✓ | 4 |
| Education | | | | |
| 1. | Maths Level 2 (e.g. equivalent to GCSE grade C or above) | ✓ |  | 4 |
| 2. | English Level 2 (e.g. equivalent to GCSE grade C or above) | ✓ |  | 4 |
| 3. | IT Level 2 (e.g. equivalent to GCSE grade C or above) | ✓ |  | 4 |
| 4. | Degree or appropriate professional qualification (minimum level 3) | ✓ |  | 4 |
| 5. | Level 5 Diploma in Education and Training or PGCE | ✓ | ✓ | 4 |
| 6. | Assessor/Verifier Awards | ✓ |  | 4 |

**Advice to candidates**

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

In completing your application please draw attention to the extent to which you meet each of the essential characteristics for the post as this will assist with the shortlisting process.

Failure to meet all of the essential criteria would not necessarily preclude your application. Consideration will be given to experience and life skills. Continual Professional Development will be supported and encouraged.