**JOB DESCRIPTION**

**Post:** **LECTURER**

**Responsible To:**  **Head of department**

**Summary of Post:** To raise aspirations, develop skills and deliver quality across a range of courses in the Department Area

# Specific Duties:

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 a positive, inclusive ethos that challenges discrimination and promotes equality and diversity.
3. To actively partake in quality assurance within the section.
4. To undertake teaching, associated outreach work, residential, open and distance learning courses, student placements and the associated organisational/administrative work preparation and assessment to enable successful progress and achievement.
5. To contribute to innovation in curriculum development which responds to local, regional and national needs including the identification of consumer requirements, planning, developing and evaluation courses and course materials
6. To participate appropriately in the design and/or collation of strategies, materials and activities to provide a stimulating learning experience meeting learners’ diverse needs.
7. To support a responsive approach to learner engagement beyond the immediate confines of the taught curriculum.
8. To organise and accompany students on relevant trips, events and educational visits as required by the Awarding Body and section.
9. To be positive and responsive to changing requirements and demands in order to meet the needs of our customers and stakeholders
10. To liaise with internal and external customers as appropriate, meeting our customers’ and stakeholders’ needs
11. To undertake administration duties as requested by the Programme Director /Head of Department /Campus Principal in a timely fashion, accurately, and adhering to college protocols.
12. To carry out relevant risk assessment of working areas and practices
13. To take part in student recruitment, careers presentations and College marketing activities as appropriate.
14. To deliver/embed functional skills in the area.
15. To undertake group and individual tutorial roles as required and to provide feedback to students and parents, attending parents’ evenings as appropriate.
16. To encourage and assist learners in pursuance of personal, social and economic developmental goals.
17. To provide learner support including learner discipline in accordance with College student disciplinary process and policies.
18. To continually update CPD (Continued Professional Development) according to the sector/awarding body requirements/college/IfL requirements
19. To comply with College Health & Safety policies, procedures and guidelines.
20. To be responsible for own actions and work appropriately within a team context. At all times carrying out the duties and responsibilities of the post in compliance with the College, mission and core values.
21. To participate fully in regular course team meetings to include standardisation and quality assurance as well as individual student journeys
22. To raise the profile of the College, both internally and externally. To regularly contribute to the College Newsletter and apply for opportunities to have our student and staff success recognised.
23. To carry out such other appropriate duties as may be required within the level of the post and the competence of the post holder.

# General Duties and Responsibilities:

1. To participate in the staff support & development 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.

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|  | **EMPLOYEE SPECIFICATION** | **Application** | **Interview** | **Shortlisting Weighting** |
| Skills | | | | |
| 1. | A specialist ability to deliver high quality learning experiences in relevant subject area | ✓ | ✓ | 4 |
| 2. | In depth knowledge of the key themes and importance of Equality & Diversity, Safeguarding, Prevent and the British Values agenda | ✓ | ✓ | 4 |
| 3. | Excellent oral and written communication skills, including the ability to present a theme effectively, and in an inspirational way. | ✓ | ✓ | 4 |
| 4. | Able to use ILT effectively and imaginatively within curriculum delivery. | ✓ | ✓ | 4 |
| 5. | The ability to work as part of a team or on own initiative to improve the quality of provision for all learners | ✓ | ✓ | 4 |
| 6. | Actively contribute to the College’s Safeguarding practice, procedures, culture and ethos | ✓ | ✓ | 6 |
| 7. | Excellent interpersonal skills with the ability to work on own initiative and to motivate and inspire students. | ✓ | ✓ | 4 |
| 8. | Competent in IT with good administrative, time management and organisational skills with the ability to work under pressure and to tight deadlines | ✓ | ✓ | 4 |
| Experience | | | | |
| 1. | Evidence of previous successful teaching and learning which has created successful outcomes for all learners. | ✓ | ✓ | 4 |
| 2. | Evidence of an entrepreneurial and innovative approach to curriculum delivery which adds value to the learning experience, developing essential employability skills and increasing the overall standard of student work beyond the constraints of their curriculum. | ✓ | ✓ | 4 |
| 3. | Evidence of providing high quality effective support to learners, including monitoring and tracking of students ensuring individual progression and achievement against stretching targets. | ✓ | ✓ | 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. | A teaching qualification, i.e. CTTLS/DTTLS, PGCE or Certificate in Education. | ✓ |  | 4 |
| 4. | A relevant professional qualification at graduate degree level or above or specific experience in a relevant subject area | ✓ | ✓ | 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.