

Job Description

Job Title: Lecturer

Reporting to: Head of School

1. Purpose of the Role:

To have responsibility for the organisation, development and teaching/tutoring and assessment of an agreed part of the College curriculum. A principal aim is to ensure outstanding quality in teaching, learning and learner support.

2. Duties and Responsibilities:

- a) Carry out formal scheduled teaching, delivery of functional skills, learner support and assessment in agreed areas
- b) Co-ordinate, organise and develop learning programmes
- c) Achieve outstanding quality in teaching and learning support
- d) Monitor, guide and support learners throughout their programmes
- e) Provide advice, guidance and counselling to learners
- f) Prepare and maintain learning materials and assignments
- g) Mark, appraise and assess learners' work and provide feedback
- h) Organise, co-ordinate and supervise student visits and placements
- i) Act as an Internal Verifier as appropriate
- j) Use ICT to deliver course requirements where appropriate
- k) Use/apply electronic student registration systems as available
- l) Directly contribute to achieving learner retention and achievement targets
- m) Efficiently administer learning programme/s and maintain student records
- n) Apply learner absence monitoring procedures
- o) Liaise/work closely with relevant staff with Tutoring responsibility
- p) Participate in promotional events and activities
- t) Plan and prioritise own work
- u) Support and participate in the School's marketing activities

General Responsibilities:

- (a) Drive and participate in the performance management process as appropriate to position.
- (b) Comply with the College's Equality and Diversity, Health and Safety, Safeguarding and Quality Improvement policies and their recommendations.
- (c) Carry out operational duties as required and commensurate with the position.
- (d) Promote and safeguarding the welfare of children and young persons.
- (e) Use all available resources efficiently and effectively, and in-line with good eco-friendly practices.
- (f) Attend and contribute to team meetings and in-service training as and when requested.
- (g) Undertake appropriate personal and professional development activities, and record on the College Continuing Professional Development (CPD) system
- (h) Manage and minimise risk within all areas of responsibility.

Note: This job description sets out the main responsibilities for the post, but is not intended to be an exhaustive list. Specific duties may change from time-to-time without changing the general nature of the post and the post holder is expected to be flexible in the range of responsibilities they undertake.

Person Specification

Job Title: Lecturer

Qualifications	Essential	Desirable
Relevant Degree <u>or</u> appropriate level of qualified trade/industry experience	✓	
Recognised teaching qualification or <u>willingness to work towards</u>	✓	
Assessor/Verifier Awards A1, A2,V1,V2 or willingness to work towards	✓	
5 GCSE's Grades A – C including Maths and English or Level 2 equivalent	✓	
Experience		
Relevant successful teaching experience		✓
In depth knowledge of relevant curriculum area	✓	
Record of personal/professional development	✓	
Experience of work based assessment/learning		✓
Awareness of curriculum change/innovation		✓
Skills and Abilities		
Excellent written and verbal communication	✓	
Ability to work effectively with others	✓	
Ability to cope with demanding work load	✓	
Proven team 'player'	✓	
Learner centred approach	✓	
Ability to apply ICT in teaching/learning		✓
Innovative approach to teaching and learning		✓
Personal Qualities		
Commitment to quality	✓	
Commitment to continuous improvement	✓	
Personal commitment and dedication	✓	
Sense of humour and perspective		✓

Signed

Printed Name

Date