

# JOB DESCRIPTION

**JOB TITLE: Lecturer**

**SECTION: Maths and English Cross College (MECC)**

**RESPONSIBLE TO:** **Programme Area Manager**

**JOB PURPOSE:** To teach Functional Skills Maths and English

**DESCRIPTION OF DUTIES AND RESPONSIBILITIES:**

The following duties are not shown in order of priority of frequency nor is the list comprehensive, but rather an indication of the type and level of duties expected of this post.

Plan and deliver quality opportunities for learning in the subject areas required (including skills for life), within the approved current timetable, with due recognition of the current syllabus and course specifications, including the necessary preparation of resources.

1. Ensure that all marking, assessment, feedback and quality assurance processes are completed in line with the College policy.
2. Provide cover where required.
3. Teach up to required levels on identified courses.
4. Coordinate the administration of relevant activities associated with the role.
5. Demonstrate flexibility in your approach to teach across a range of subjects when required.
6. Ensure the achievement and success of the units delivered and the timely communication of outcomes to Programme Lead and Learning Coach
7. Provide academic or specialist support to individual students e.g. UCAS references
8. Ensure timely updating and tracking of student achievement in line with College policy.
9. Take part in any Quality Assurance activity including IV to ensure quality standards are adhered to
10. Keep registers of classes taught of student attendances, lateness and marks
11. Inform Programme Lead and Learning Coach of any ‘at risk’ learners and support implementation of strategies
12. Assist with student interviews and course enrolments, Open events, parents/carers evenings etc.
13. Maintain knowledge of new developments in the curriculum, courses and teaching practices
14. Undertake a minimum of 30 hours CPD per annum and any such training as may be required in recognition of the need for professional and vocational development

15. Participate in course and curriculum monitoring, reviews and evaluations

1. Actively promote the College Equality and Diveristy policy, encouraging staff awareness and participation
2. Support the College’s quality initiatives, promoting the values of the College and ensuring that outputs meet College quality standards
3. Provide the best possible service to all customers (both internal and external) in line with the College standards
4. Responsible for safeguarding and promoting the welfare of your students having due regard to the College’s Child & Vulnerable Adults Protection Policy

AND such other duties as are within the scope of the spirit of the job purpose, the title of the post and its grading.

**DIRECTLY RESPONSIBLE FOR THE FOLLOWING STAFF:**

None

If you have any queries relating to your Job Description please consult your line manager. Copies of this Job Description are held by the College Human Resources Department.

Date: September 2017

**PERSON SPECIFICATION**

**Lecturer**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Candidate:** | | **Interviewer:** | | **Date:** | |
| **Essential Criteria** | | **M** | **Comments** | | **Score** |
| **1.** | **Qualifications** |  |  | |  |
| 1.1  Significant and recent work experience in short and intensive (1, 4, 6 and 12 weeks) functional skills maths and English group delivery | | **A/I** |  | |  |
| 1.2  Qualified in vocational area Level 6 or equivalent | | **A/I** |  | |  |
| 1.3  Fully Teacher qualified e.g. Cert Ed, PGCE or willing to work towards obtaining a teaching qualification | | **A/I** |  | |  |
| 1.4  Educated to Level 2 minimum in maths and English ( GCSE Grade C or above, GCSE Grade 4 or above or equivalent). | | **A/I** |  | |  |
| 1.5  Demonstrate extensive range of knowledge. Understanding and application of curriculum development, innovation and delivery strategies | | **I** |  | |  |
| 1.6  Understand different initial assessment (IA) methodologies, select and apply appropriately and apply IA results in preparation for ILP | | **I** |  | |  |
| 1.7  Demonstrate understanding of differences between assessment and evaluation | | **I** |  | |  |
| 1.8  Identify theories of teaching & learning relevant to own specialism & assess effectiveness with a range of learners | | **I** |  | |  |
| **2.** | **Skills** |  |  | |  |
| 2.1  Some experience of teaching, training peers or transferring skills to others e.g. training, coaching, mentoring | | **A/I/T** |  | |  |
| 2.2  Demonstrate & apply effective approaches to teaching to more than one level and target audience | | **A/I** |  | |  |
| 2.3  Demonstrate planning skills as a teacher and effective curriculum team member | | **I/T** |  | |  |
| 2.4  Demonstrate methods to effectively engage a diverse range of learners | | **I/T** |  | |  |
| 2.5  Effective communication sufficient to develop cross-college links and external networks and the ability to give constructive feedback to learners | | **A/I/T** |  | |  |
| 2.6  Ability and commitment to developing new and innovative resources and assessment design | | **I** |  | |  |
| 2.7  Demonstrate competence in a range of IT applications | | **T** |  | |  |
| 2.8  Good organisation and admin ability | | **A/I** |  | |  |
| 2.9  Experience of team working | | **A/I** |  | |  |
| **3.** | **Approach** |  |  | |  |
| 3.1  Demonstrate a positive approach to equality and diversity. | | **I/T** |  | |  |
| 3.2  Demonstrate a positive approach to customer services**.** | | **I/T** |  | |  |
| 3.3  Demonstrate a willingness to undertake professional and personal staff development as necessary | | **I** |  | |  |
| 3.4  Demonstrate an ability to meet College quality standards | | **I/T** |  | |  |
| 3.5  Demonstrate an ability to take responsibility for own Health & Safety at work. | | **I** |  | |  |
| 3.6  Commitment and ability to teach Key Skills | | **I/T** |  | |  |
| 3.7  Demonstrate understanding of responsibilities & boundaries of own role in providing individual learner support | | **I** |  | |  |
| 3.8  Demonstrate suitability to work with children and vulnerable adults including a knowledge/ understanding of safeguarding | | **I** |  | |  |
| **4.** | **Special Factors** |  |  | |  |
| 4.1  Have a flexible approach to the working environment e.g. working outside normal hours from time to time | | **I** |  | |  |
| 4.2  Demonstrate suitability to work with children & vulnerable adults including a knowledge/ understanding of safeguarding, and DBS compliance. | | **I** |  | |  |
| **Desirable** | |  |  | |  |
| **5.Qualifications** | |  |  | |  |
| 5.1  Vocational qualification to level 4 or equivalent | | **A** |  | |  |
| 5.2  Holds Assessor and verification awards | | **A** |  | |  |
| 5.3  Significant teaching experience | | **A/I** |  | |  |
| **6. Skills** | |  |  | |  |
| 6.1  Ability to teach across a range of subjects | | **A/I** |  | |  |

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| --- | --- | --- | --- | --- | --- | --- |
| **Score** | **Key** | **Score** | **Key** |  | Method | Key |
| 1 | Poor | 3 | Good |  | A | Application Form |
| 2 | Satisfactory | 4 | Excellent |  | T | Test |
|  |  |  |  |  | I | Interview Question |
|  |  |  |  |  | P | Presentation |
|  |  |  |  |  | O | Teaching Observation |

**General conditions of appointment for Lecturers**

At Leicester College some general conditions of employment will apply to all Part Time Lecturer roles within the College. These are detailed below:

**1. Equality Diversity and Inclusion**

Leicester College is committed to achieving equality and diversity for all and to ensuring that all learners, staff and visitors are treated with respect, courtesy and integrity in all aspects of College life. The College is opposed to all discriminatory attitudes and behaviours, particularly in relation to ability, age, colour, educational needs, ethnic origin, gender, marital status, race, religion or belief, sexual orientation, social background or trade union membership. We value ethnic, cultural, linguistic and social diversity and believe that such diversity enriches both the College and the wider community in which it exists.

Leicester College is committed to safeguarding and promoting the welfare of young people and children and expects all staff and volunteers to share this commitment.

**2. Qualifications**

* You must hold or be prepared to work towards a level 4 teaching qualification
* Level 3 Qualification in relevant field.
* A minimum of Level 2 qualifications in numeracy and literacy.
* For teachers of adult literacy, numeracy and ESOL there is a Skills for Life (SfL) pathway. The full teaching qualification will include required options for English and Mathematics subject knowledge. There is also a stand alone qualification in these specialist subjects for those with a generic teaching qualification.

**3. On appointment**

The appointment is subject to:

(a) A period of probationary service of 6 months for new employees.

(b) Medical clearance provided by the College’s Medical Advisor which the College considers to be satisfactory.

(c) Proof of your eligibility to work in the UK.

(d) Two references which the College considers to be satisfactory.

(e) **The College is committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. All Lecturer positions are subject to an enhanced DBS disclosure that is considered satisfactory by the College. If you are appointed you must reimburse the College of the cost of a Disclosure and Barring Service check (previously Criminal Records Bureau). The cost (£50.50 for an enhanced disclosure) will automatically be deducted from your first salary payment. You are also required to subscribe to and pay for the on line DBS Update Service.**

**It is an offence for anyone who is barred by the ISA from working with children, young people and or vulnerable adults to apply for this position.**

A disclosure provides details of a person's criminal record including convictions, cautions, bind overs and reprimands held on the Police National Computer. It may also include details from lists held by the Department of Health and the Department of Education of those considered unsuitable. It may also include information held by local police forces.

Any offer of employment made by the College will be conditional upon the receipt of a satisfactory disclosure. The successful candidate will not normally be permitted to commence their employment until this has been received.

In exceptional circumstances employment may commence prior to the checks having been completed by the DBS but only on receipt of a completed disclosure application form and supporting documentation from the candidate. In such cases supervision will be put in place.

Further information can be obtained from: [www.gov.uk/dbs](http://www.gov.uk/dbs)

The disclosure of a criminal record, pending prosecution or other relevant information will not necessarily bar you from appointment to the post. This will depend upon the nature of the position and the circumstances and background of your offences and other relevant information.

Failure to declare a conviction, caution, reprimand or pending prosecution (other than a protected conviction or caution) may, however, disqualify you from appointment, or result in disciplinary action which may result in summary dismissal in the event of the discrepancy coming to light after your appointment.

(f) Salary is paid monthly by credit transfer into a Bank or Building Society account.

(g) All employees may choose to become a member of a trade union. The College supports the system of collective bargaining and believes in the principle of solving employee relations matters by discussion and agreement.

**4. When applying**

Application forms can be completed on line at [www.leicestercollege.ac.uk](http://www.leicestercollege.ac.uk). Applicants will receive confirmation of receipt of their submitted application form by email.

Car parking is limited for visitors at all campuses and not normally provided. If you need a car park space to attend for interview e.g. due to a disability, please contact the Human Resources Department on 0116 2295553 to arrange.

Please note that smoking is not allowed anywhere on any College site (inside and outside College buildings) and not permitted in College vehicles.

Candidates who feel that they have not been fairly treated at an interview are entitled to complain in writing to the Director of Human Resources within 7 days of the interview. The matter will then be investigated and a response will be made.