**JOB PROFILE** 



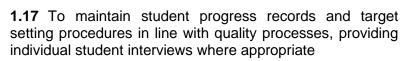
POST TITLE: LECTURER

POST GRADE: Band H

RESPONSIBLE TO: Head of Faculty/Curriculum Leader

## 1 KEY TASKS

- **1.1** To be aware of the curriculum area aims and objectives and to contribute to their annual review
- **1.2** To be responsible for the quality of student outcomes
- **1.3** In conjunction with the Head of Faculty to be responsible for producing schemes of work and monitoring their implementation
- **1.4** To liaise with the appropriate colleagues to produce and organise appropriate, high quality learning materials
- **1.5** To liaise with the Head of Faculty/Curriculum Leader in the production of a self assessment report, and contribute to the College's quality assurance procedures
- **1.6** To be responsible for developing and implementing the subject improvement plan arising from self-assessment
- **1.7** To develop appropriate interaction with individuals and whole groups in order to facilitate the learning process
- **1.8** To assist the Head of Faculty in supporting the course team in preparing and delivering courses within the College's Curriculum Plan in order to achieve effective learning
- **1.9** To provide an appropriate balance of teaching styles and learning experiences to accommodate different learning styles of students
- **1.10** To be aware of national developments in subject areas e.g. current syllabuses and assessment requirements, legislation, funding and government priorities
- 1.11 To encourage a sense of student pride and involvement in their work
- 1.12 To undertake an annual teaching load in accordance with the college's conditions of service
- **1.13** To be aware of internal and external assessment procedures and to play an appropriate part in their implementation, including internal verification
- **1.14** To take a leading role within a course team, as agreed with the Head of Faculty/Curriculum Leader, to support the team and the effective functioning and development of the course area e.g. liaising with outside bodies, such as school and employers
- 1.15 To take a leading role in further curriculum development within the subject area
- 1.16 To facilitate with the interviewing of potential students and partake in student induction





- **1.18** To provide and maintain a learning environment that is inspiring and stimulating
- 1.19 To contribute to the team and College strategy for improving retention and achievement
- **1.20** To attend and contribute to team, full staff and other relevant meetings
- **1.21** To carry out internal assessments to meet individual course requirements
- **1.22** To carry out the administration necessary for teaching and learning within the subject area
- **1.23** To comply with all College policies and procedures
- **1.24** To attend and contribute to Open Days/Evenings and other promotional events
- **1.25** To participate in the College Performance Management Scheme
- **1.26** To contribute to safeguarding and promoting the wellbeing of children

This job description is current at date shown and may be amended following consultation

## PERSON SPECIFICATION POST: LECTURER



ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
Qualifications	- L3 or equivalent in related subject -Certificate in Education/ PGCE or commitment to achieve within 2 years of appointment -Level 2 Literacy & Numeracy qualifications or commitment to achieve	- Degree in related subject	- Application form - Certificate
Knowledge	<ul> <li>Excellent knowledge in main relevant subject area</li> <li>Understanding of teaching and learning styles and methods, and ability to work with a wide range of people</li> </ul>	- Experience of working in a role with responsibility for the learning of others	- Application form - References - Interview
Experience	- Proven record of successful student achievement - Recent teaching and learning experience or recent and substantial vocational/industrial experience		- Application form - Interview - References
Disposition/ Attitude	<ul> <li>- Awareness of Equality and Diversity</li> <li>- Ability to enthuse and innovate</li> <li>- Organised</li> <li>- Suitable to work with children</li> <li>- Good team worker</li> <li>- Self motivated</li> <li>- Able to adapt to changes within sector</li> </ul>	- Proven ability to develop and work with changes	- Interview - References
Practical and intellectual skills	- Excellent classroom teacher - Able to set and achieve high standards - Excellent communication and interpersonal skills - Good IT skills - Good presentation / delivery skills - Good time management skills - Good organisational and administrative skills		- Interview - References