

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

1.17 To maintain student progress records and target setting procedures in line with quality processes, providing individual student interviews where appropriate

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	<ul style="list-style-type: none"> - 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 	<ul style="list-style-type: none"> - Degree in related subject 	<ul style="list-style-type: none"> - Application form - Certificate
Knowledge	<ul style="list-style-type: none"> - Excellent knowledge in main relevant subject area - Understanding of teaching and learning styles and methods, and ability to work with a wide range of people 	<ul style="list-style-type: none"> - Experience of working in a role with responsibility for the learning of others 	<ul style="list-style-type: none"> - Application form - References - Interview
Experience	<ul style="list-style-type: none"> - Proven record of successful student achievement - Recent teaching and learning experience or recent and substantial vocational/industrial experience 		<ul style="list-style-type: none"> - Application form - Interview - References
Disposition/ Attitude	<ul style="list-style-type: none"> - Awareness of Equality and Diversity - Ability to enthuse and innovate - Organised - Suitable to work with children - Good team worker - Self motivated - Able to adapt to changes within sector 	<ul style="list-style-type: none"> - Proven ability to develop and work with changes 	<ul style="list-style-type: none"> - Interview - References
Practical and intellectual skills	<ul style="list-style-type: none"> - 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 		<ul style="list-style-type: none"> - Interview - References