



## JOB DESCRIPTION

Post: Lecturer / Programme Director

Responsible To: Head of Department (or Deputy Head of Department)

Summary of Post:

To teach, train and assess students in a variety of learning environments, ensuring a high-quality learning experience.

To provide support to learners to enable them to achieve their maximum potential.

To lead as appropriate on designated study programmes and/or courses, with a key responsibility for ensuring the design, delivery and evaluation of programme.

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### Specific Duties (Lecturer):

1. To prepare and deliver lessons on study programmes and/or courses as directed by the Departmental leadership team.
2. To prepare lesson plans and schemes of work in line with College guidelines and prepare teaching materials in all formats to facilitate student learning.
3. To undertake the role of Personal Tutor for students, ensuring the adequate provision of support and implementation of the College's Value Added and target setting schemes.
4. To monitor student attendance, follow up on student absence and complete student withdrawals, transfers and destinations as appropriate.
5. To act as an internal assessor and verifier when required.
6. To provide a stimulating learning environment by making full use of the resources available.
7. To invite regular feedback from students through questionnaires, group discussions and course reviews to facilitate continuous improvement.
8. To organise external activities and visits as appropriate to ensure variety of approach within the learning programme.



9. To support and, where appropriate, discipline students in line with College procedures.
10. To contribute to the planning, setting and achievement of recruitment, attendance, retention, achievement, progression and destination targets for the study programme/course.
11. To participate in the recruitment of students through the marketing of courses, attendance at open evenings and interviewing of students, including pre-entry guidance, in liaison with the Department leadership team.
12. To use Information Technology within the College to aid student learning.
13. To ensure that English and Maths are fully integrated into all teaching and learning activities and Functional Skills English and maths is taught as required.
14. To ensure that opportunities to evidence English and Maths are sign posted for/with the students.
15. To contribute to the creation and updating of risk assessments of working areas and practices and ensure these are implemented appropriately.

#### Specific Duties (Programme Director):

Please be aware that to be considered for the PD role the candidate must hold a teaching qualification and have a minimum of 1 year's teaching experience post qualification.

1. To plan a highly relevant and distinctive curriculum to meet the local/regional skills requirements, and the needs of the student, in liaison with the Department leadership team to support outstanding progression for students.
2. To lead and coordinate the delivery team so all students receive up-to-date course information through pre course/programme events and start of course/programme activities to facilitate student understanding of the objectives of the course/programme, assessment schedules and requirements in line with awarding body criteria, including the course/programme handbook.
3. To provide the relevant course/programme updates, monitor course/programme development and progress throughout the course/programme duration, and monitor student progress, behaviour and attitudes (including English and Maths and work experience).



4. To work in partnership with the Department leadership team to ensure close liaison with the awarding body/validating institution, adhering to all requirements including quality assurance.
5. To work in partnership with the Department leadership team and engage in the College's self-assessment processes through rigorous and critical evaluation of the quality of course/programme.

#### 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 legislative requirements and College policies and guidelines in respect to health & safety and data protection.
4. To demonstrate positive personal and professional behaviour as specified in the Staff Code of Conduct.
5. To undertake continuing professional development to support our culture of continuous improvement.
6. To partake in 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.
10. You will be responsible for protecting staff and learners from all preventable harm as per Safeguarding procedures.

You may be required to work on a weekend. You will be required to undertake class contact time of 864 hours with a maximum of 886 hours depending on the level of temporary cover required (22 hours maximum cover). (pro rata for part time staff)

The balance of hours will be 'other duties'.



Contact Hours are defined under the definition of Qualification Hours and non-Qualification Hours as outlined in the Funding Guidance from the Education and Skills Funding Agency (ESFA). Namely:

- Teaching
- Work based assessment (where the student is present)

For Study Programmes (activity must be timetabled and registered) this may also include:

- Teaching on informal certificates
- Supervision of learners on work placements, work experience or other work-related activities
- Supervision of learners on other activities that enable students to gain relevant experience
- Personal tutoring
- Supervision of learners on volunteering, community and/or enrichment activities

In addition, to the 864 hours up to 22 hours may be required in contact time to support the temporary cover of absent colleagues

Other duties include:

- Administration and management of the learners' enrolment process
- Attendance at open days, parent evenings etc.
- Planning preparation, administration, marking and assessment
- Participation in target setting, review and self-assessment processes
- Production and evaluation of learning materials and programmes
- Contact and liaison with employers, community representatives and other external agencies
- Interviewing students and prospective students
- Invigilation and supervision of examinations/tests
- Attendance at team meetings and other College events
- Training and continuous professional development activities

Please note:

This job description is a guide to the work you will initially be required to undertake. It summarises the main aspects of the job but does not cover all the duties that the job



holder may have to perform. It may be changed from time to time to meet changing circumstances.

It does not form part of your contract of employment and as your experience grows, you will be expected to broaden your tasks, suggest improvements, solve problems and enhance the effectiveness of the role.

This post is subject to an enhanced disclosure from the Disclosure and Barring Service.

	EMPLOYEE SPECIFICATION	Application	Interview	Shortlisting Weighting
<b>Skills</b>				
1.	Effective written and oral communication	✓	✓	6
2.	Effective organisational skills and ability to work to deadline	✓	✓	6
3.	Effective teamwork skills	✓	✓	4
4.	Ability to motivate, encourage and support students	✓	✓	6
5.	Familiarity with the use of IT	✓	✓	4
6.	Actively contribute to the College's Safeguarding practice, procedures, culture and ethos	✓	✓	6
<b>Experience</b>				
1.	Up to date industrial experience	✓	✓	6
2.	Working knowledge of the requirements of Awarding Bodies	✓		4
3.	Experience of lecturing/training/teaching	✓	✓	4
4	(PD only) – at least one year's teaching experience, post graduation of teaching qualification	✓	✓	6
<b>Education</b>				



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.	IT Level 2 (e.g. equivalent to GCSE grade C or above)	✓		4
4.	Appropriate professional qualification (minimum level 3)	✓		4
5.	Level 5 Diploma in Education and Training or PGCE (to be considered for PD must have qualification)	✓	✓	6
6.	Assessor/Verifier Awards	✓		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 criteria in the person specification marked as being assessed at application stage. Please use examples of where you have demonstrated the criteria with as much detail as possible to assist in the shortlisting process.

The shortlisting weighting indicates which criteria are the most important to the recruiting manager:

- 6 Minimum/critical - criteria which is essential for the role i.e. it would be extremely difficult for the person to carry out the role without already having these essential skills, experiences or qualifications.
- 4 Important - criteria that would be significant to the candidate being successful in the role. These may be skills, experiences or qualifications that have substantial meaning for the role but could be supported or taught on the job.
- 2 Other relevant - it would be great if the candidate had, but is not expected to be shortlisted.



Failure to meet all of the minimum/critical criteria would not necessarily preclude your application ( *except in the appointment as Programme Director*). Consideration will be given to experience and life skills. Continual Professional Development will be supported and encouraged.

Please be aware should we have a large number of applications for any of our roles we may complete the shortlisting of candidates based on the minimum/critical criteria only.