



Role Specification

Role: Lecturer (Generic)

1. Job Purpose

To deliver high quality teaching, learning and assessment ensuring all learners meet or exceed their predicted outcomes and achieve their full potential. To ensure the needs of learners are met by providing a stimulating and supportive environment and taking responsibility for learner progress and welfare.

To maintain accurate records and track learner progress ensuring you are complying with the requirements of the College, Awarding Organisations and professional bodies.

To contribute to the success of the College and department by working as part of a team and contributing to delivery, monitoring, tracking and development activity.

2. Key Responsibilities:

1. To deliver high quality teaching, learning and assessment, including the development of relevant resources.
2. Ensure learners are engaged and motivated to learn through active teaching and learning strategies that are learner centred.
3. To act as personal tutor to learners, working on a one to one and group basis, recording and monitoring learner attendance and progress and working with other lecturers to identify and support those learners at risk of non-completion of their programme.
4. To act as a course team leader, coordinating and leading the delivery, assessment, verification, validation and curriculum development.
5. Set and mark learners' work, examinations, assessments and assignments keeping accurate records to track learner progress.
6. To contribute to completion of the course level SAR and identify and implement actions for improvement.
7. To act as an internal verifier and undertake internal verification in line with Awarding Organisation and College requirements as appropriate and work with the Quality and Assessment Manager to ensure effective IQA.
8. Attend/lead and take an active part in programme team meetings
9. To support and contribute to the planning and delivery of English and maths as appropriate.
10. Contribute to the marketing and promotion of courses, including attendance at open events throughout the year.
11. Assist in planning and accompany UK and overseas residential study visits.

12. Achieve appropriate targets agreed with your line manager including learner welfare, recruitment, attendance, retention, success rates, value added and high grades.
13. Ensure the safeguarding, health, safety and welfare of all learners in all aspects of your role liaising with Learner Support Services as necessary.
14. Liaison with parents/guardians of learners including at parents' evenings.
15. Be familiar with profiles of learners with complex / high needs liaising with ALS to ensure academic needs are met. Regularly report on their progress and academic targets and contribute to reports for Local Authority review meetings
16. Ensure compliance with study programme guidelines including monitoring and tracking of learner progress and planning support and interventions where necessary.
17. Utilise departmental and College data to plan improvement in learner outcomes, ensuring accurate information is entered onto the College systems.
18. To promote and support appropriate standards of learner behaviour at all times.
19. Engage with and take part in the professional practice process and use observation feedback to improve teaching practice.
20. Maintain up to date knowledge of developments within industry, and contribute to planning new curriculum, course design and development.
21. Liaise with employers, training providers, trade associations, parents, schools, collaborative partners and other bodies on learner vocational and curriculum issues, as appropriate.
22. Collaborate with colleagues across the College to develop and enhance learner experience and grow new provision.
23. Embed equality and diversity in all aspects of your role.
24. Undertake such other duties commensurate with the post as reasonably required, you may be required to be trained to administer First Aid and conduct Fire Marshal duties.
25. To adhere to all of the College's policies and processes including, but not limited to Safeguarding, GDPR, Equality & Diversity and Health & Safety. Policies are available for staff and training will be mandatory for all.

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.

NB: If appointed to this post, you will be required to apply for an Enhanced Disclosure and Barring Service criminal record check through the College.
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3: Person Specification Lecturer (Generic)



These requirements are in two sections, those labelled “essential” are the minimum and the “desirable” list indicates those that would further assist the College in achieving its aims and objectives. We recognise that this is a demanding specification. Appropriate support and training will be provided to the person appointed.

Criteria	Essential	Desirable
Qualifications	• A degree or alternative professional qualification in a subject relevant to the area you will be teaching. • A recognised teaching qualification, (L5 or above) (PGCE, CertEd, DET/DTLLS)	• Higher Degree/Masters • Management qualification.
Experience/Knowledge	• Proven successful experience of delivering high quality teaching, learning and assessment. • Practical specific experience of work within industry sector role • Knowledge of developments within the FE sector • Proven experience of implementing quality assurance/improvement processes • Proven experience of supporting learners to achieve within a College environment. • Experience of planning and supporting learning on study programmes and for apprentices in a College environment.	• Recent experience of OFSTED Inspection.
Skills/Abilities	• Proven ability to develop good classroom practice. • Ability to analyse information and data to inform decision making. • Proven effective communication and presentation skills. • Excellent organisational and administrative skills. • Ability to use a range of IT applications and promote use of ILT in teaching and learning • Evidence of a learner-centred approach throughout all aspects of the role. • Ability to work as an effective team member	

Personal Abilities	• Commitment to College Values • Drive and enthusiasm and high expectations of self and others • Commitment to providing a learner centred environment • Be a considerate team worker, highly self-motivated, adaptable and flexible. • Demonstrate commitment to Equality and Diversity. • Total commitment to supporting and safeguarding learners.	
Personal Qualities	• A passion for learning and creating opportunities for learners	