

Lecturer Job Description

Date August 2010

Scope:

The post holder will ensure the needs of our students come first and that every learner will be provided with opportunities to achieve their full potential within a safe, stimulating and supportive environment.

Job Purpose:

To deliver all forms of academic study maintaining standards expected by award making bodies, industry and students; to develop appropriate teaching techniques and materials which meet new educational initiatives. To contribute to the overall development and promotion of the College, Department and Section, both internally and externally.

Accountabilities:

Some or all of the following accountabilities will be expected of all teaching staff dependent upon grade:

- 1) Deliver academic curricula to students taking account of other inputs from the teaching team, using appropriate teaching techniques to ensure high standards and low student turnover.
- 2) To act as personal tutor to students, working on a one to one basis with students, recording and monitoring student attendance and progress as directed. Work with other lecturers to identify and support those students at risk of non-completion of their programmes.
- 3) Prepare teaching materials and practical exercises in line with the syllabus and in conjunction with others, and assist in the section's development of programmes.
- 4) To act as subject / course leader, coordinating and leading the delivery, assessment, verification and curriculum development of other staff teaching the subject / course / course-subject group.
- 5) To evaluate the effectiveness of the subject / course / course-subject group and identify and implement actions to effect quality improvement.
- 6) To identify updating and CPD opportunities including vocational applications, for self and other teachers of the subject / course / course-subject group.
- 7) Apply new pedagogies and technologies in the teaching and learning of the subject / course / course-subject group, and develop practice amongst other staff working in the area.

- 8) To act as the internal verifier / moderator of the area and undertake internal verification in line with Awarding Body and College requirements as appropriate.
- 9) To co-ordinate, support and contribute to the planning and delivery of Key Skills in Academic Programmes as appropriate.
- 10) To lead on the integration of Basic Skills in Academic Programmes as appropriate.
- 11) Set and mark programme work, examinations and assessments.
- 12) Attend and take an active part in programme team meetings.
- 13) Conduct research into new industrial developments and new educational initiatives, incorporating these into the curriculum when required.
- 14) Identify new areas for programmes in conjunction with the Section Leader and the teaching team, thereby supporting the marketing of the Section's work; assist in the recruitment, selection and induction of students.
- 15) Prepare student reports as required by programme organisers and external administrators.
- 16) Maintain student welfare and discipline, providing guidance and counselling when required, including liaison with parents and other sponsors.
- 17) Carry out assessment of candidates across the range on NVQ programmes.
- 18) Assist with the recruitment and selection of learners.
- 19) Liaise with technicians to ensure the appropriate provision of materials.
- 20) Maintain student registers and absence reports in line with departmental requirements and comply with other administrative procedures and College regulations.
- 21) Develop external contacts to maintain knowledge of industry practice, providing technical advice if appropriate.
- 22) Assist in planning and accompany UK and overseas residential study visits.
- 23) Liaise with Student Services and other sections to progress expertise in student assessment, welfare, attendance, counselling and discipline; contribute to the development of extra curricular life.
- 24) Liaise with employers, training providers, trade associations, parents and other bodies on student vocational and curriculum issues, developing appropriate two-way communication.
- 25) Comply with the requirements of the Further Education Teachers Continuing Professional Development and Registration (England) Regulations 2007,

including registration with the Institute for Learning and fulfilling the Teaching Qualification and CPD requirements.

- 26) Undertake such other duties commensurate with the grade of the post as may reasonably be required and you may be required to be trained to administer First Aid.

Competency Framework

This post is graded, and progression achieved by using the following competency framework.

If you are applying for an advertised vacancy, please outline in your application an example of how you feel your experience meets each of the competencies set out below; as each competency is essential to the role.

Competency No.	Title	Definition
A	Teaching, Learning and Achievement Focus	Effective development and delivery of teaching and learning, participation in the college's observation scheme, liaison with key partners, ensuring the quality of teaching and learning is of a high standard. Achieving a standard of excellence in work, processes and outcomes, adhering to college policies and all regulatory requirements
B	Working with Others	Striving for high customer satisfaction, enhancing and improvement personal effectiveness. Building strong working relationships and a positive work environment
C	Resource Management	Taking ownership of work, using initiative, planning and managing effectively, ensuring best value principles are utilised
D	Professional Skills, Knowledge and CPD	The abilities, skills and knowledge needed to carry out the role of Lecturer, including areas of specialty or expertise. Being receptive to feedback, willing to learn, embracing continuous development and improvement

Full details of the Competency Progression Scheme are available from the Human Resources Office.

Other Essential and Desirable Qualifications and Experience / Skills

ESSENTIALS	DESIRABLES
<ul style="list-style-type: none"> • Certificate in Education / PGCE / CTLLS / DTLLS or equivalent (or prepared to work towards) • IfL Membership • Level 2 Literacy & Numeracy (or prepared to work towards) • Appropriate professional, academic and vocational qualifications at NVQ Level 3 equivalent or above. • A & V Units where relevant • Be able to demonstrate having undertaken continuous professional development • A commitment to the promotion of equality and diversity and sustainability • Excellent interpersonal skills and proven ability to work in a team • A commitment to improvement and raising levels of student success 	<ul style="list-style-type: none"> • IT/ILT/ICT recognised training • and skills to a good standard • Be able to demonstrate the implementation of ILT strategies to support learning • Proven effective communication and organisational skills, flexible with a commitment to good teamwork and the ability to meet targets and deadlines. • Must be prepared to place an emphasis on the management of student learning, rather than uniformly on teaching

Health and Safety

The Health and Safety responsibilities associated with your post are as set out in the Organisational Arrangements appended to the Corporation's Health and Safety Policy, and you are required to undertake, at the College's expense, any training necessary or appropriate for the effective discharge of those responsibilities.

Equality and Diversity

All employees are required to work in a non-discriminatory manner, and accept responsibility for the implementation of the College's Equality and Diversity policy, throughout all personal contacts in the College and within your own area of responsibility.

Safeguarding Children and Safer Recruitment in Education

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

In addition to candidates' ability to perform the duties of the post, selection events will also explore issues relating to safeguarding and promoting the welfare of children including: motivation to work with children and young people; ability to form and maintain appropriate relationships and personal boundaries with children and young people; emotional resilience in working challenging behaviours; and attitudes to use of authority and maintaining discipline.

N.B. This job description is current as at the date shown above although it is not an exhaustive list. In consultation with you, it is liable to variation to reflect changes in the job.

ADDITIONAL INFORMATION

Hours of Work: Full-time

Salary Range: £22,547 - £32,367

Interview Date: Monday 27th February

Completed applications should be returned to

**Human Resources
City College Plymouth
Kings Road
Devonport
Plymouth
Devon
PL1 5QG**

by NOON on Wednesday 8th February