

JOB DESCRIPTION

JOB TITLE: Lecturer in Public Service (Uniformed Services)

DEPARTMENT: Sport, Public Services and Applied Science

OVERALL PURPOSE OF JOB:

- To positively contribute to the teaching and learning of the Curriculum Area through a range of Public Services related courses at Level 2 & 3.
- To ensure full compliance with all college policies and procedures within designated areas of responsibility.

Bishop Burton College includes the Riseholme College campus and the post holder may be required to carry out duties at both campuses.

The following list of duties and responsibilities is not meant to be exclusive. It should be taken as an indicator of the type and level of activity expected of this post. The list does not represent either priorities or frequency of tasks and should be regularly updated by the post holder in consultation with and agreement of their line manager.

MAIN DUTIES & RESPONSIBILITIES:

1. To assure the quality of the learner experience by effective delivery of formal scheduled teaching and tutorials paying due regard to learner progression towards successful completion.
2. To undertake the role of Course Manager/Year Tutor as appropriate, working effectively within teams responsible for devising, reviewing and maintaining effective management of study programmes.
3. To provide regular assessment, progress reporting, marking of examinations and management/supervision of learner educational visit programmes.
4. To record in an accurate and timely manner data and information, including registers, withdrawals, transfers, assessments, examination results and learner progress.
5. Manage and maintain learner morale and discipline working closely with college managers to assure an appropriate learning environment.
6. To keep up to date with academic/vocational subjects, develop and maintain links with industry, curriculum development, and assessment requirements relevant to the areas of teaching and competence.
7. Contribute to Quality Assurance processes in the college, including Annual Course Review and Self assessment.
8. Take an active role in college marketing activities including advice and guidance of learners, and attendance at promotional events.

9. To develop existing and initiate new curriculum development with college managers/course teams and to undertake research and other forms of scholarly activity as required.
10. To embrace new learning technologies/ILT and implement the same within own teaching.
11. In conjunction with college managers set and monitor targets in relation to recruitment, enrolment, retention, achievement, attendance and other teaching and learning outcomes. Ensure appropriate monitoring arrangements are in place for tracking progress of learners.
12. Ensure course and other curriculum quality files are maintained to include schemes/records of work, course reviews, action plans and tracking documents.
13. Establish effective contact with learners, parents/guardians, employers, validating bodies, external verifiers/examiners.
14. Contribute to a sensitive and supportive approach to equality and diversity in liaison with the Deputy Principal (Academic), undertake other duties as required.
15. To perform such other duties as reasonably correspond to the general character of the post and are commensurate with its level of responsibility.
16. Take part in all staff College events such as Lambing Sunday and Town & Country Day.

The College is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment. All staff therefore have a responsibility to promote and safeguard the welfare of children, young people and vulnerable adults in accordance with the nature of this post. A Disclosure & Barring Service check is carried out for all relevant appointments.

PERSON SPECIFICATION

	Essential	Desirable	How identified
Experience	<p>A minimum of 1 years Industry experience working with the Uniformed Public Services</p> <p>A minimum of 1 years teaching and/or training experience</p> <p>Evidence of continuous professional development</p>	<p>Evidence of continued learning development practice</p> <p>A minimum of 1 year's team leadership experience</p>	<p>Application</p> <p>Interview</p>
Qualification / Training	<p>Degree or equivalent</p> <p>English and Maths at Level 2 (or agreement to work towards achieving)</p>	<p>Level 5 or above teaching qualification</p> <p>Assessor/Internal verification awards; e.g. D32 and D33 / A units D34 / V units</p> <p>Mentor/coaching qualifications at level 2 or above</p>	<p>Application</p> <p>Certificates</p>
Special Knowledge	<p>Child Protection and related issues in an FE/HE setting.</p> <p>Up to date knowledge of the Uniformed Public Services and related topics.</p>	<p>Criminal Law</p> <p>Criminology</p> <p>Forensic Science</p> <p>Crime scene investigation</p> <p>Management of major incidents</p> <p>Health and fitness requirements for entry in to the Uniformed Public Services.</p> <p>Anatomy and physiology</p> <p>Outdoor and adventurous activities.</p>	<p>Application</p> <p>Interview</p>
Skills	<p>Excellent communication skills</p> <p>Excellent Organisational skills</p> <p>Ability to evaluate own teaching and learning;</p> <p>Ability to offer appropriate levels of support to learners</p> <p>Able to form and maintain appropriate relationships and personal boundaries with children and young people</p>	<p>Proven and successful track record in using learning technologies to better benefit the learner experience.</p> <p>Ability to work under pressure and to deadlines.</p> <p>Administration of full time courses</p>	<p>Interview</p> <p>References</p>
Disposition	<p>High levels of enthusiasm, Intelligence and discernment</p>	<p>Emotional resilience in working with challenging behaviours and appropriate attitudes to use of</p>	<p>Interview</p> <p>References</p>

	<p>Emotional intelligence, Professional manner Effective communicator</p> <p>Self-motivated</p> <p>‘Can do’ attitude</p> <p>Willingness to work flexibly in a team.</p> <p>Motivation to work with children and young people</p>	<p>authority and maintaining discipline</p>	
Other	<p>Fit for the duties of the post</p> <p>DBS check carried out on appointment</p>	<p>Driving licence</p> <p>Mini Bus Driver</p>	<p>Medical Report</p> <p>DBS application made by College for successful candidate</p>