BARNSLEY COLLEGE

**JOB DESCRIPTION (REC 3)**

**Post Title:** STEM Lecturer

**Department:** Automotive

**Reporting to:** Curriculum Leader

**Grade:** Scale T3

**Summary of the Post**

To contribute to the successful delivery of courses in the Automotive Department which includes high quality teaching, resource development, progress coaching and contributing to the quality assurance processes within the department.

To support Curriculum Leaders in developing new courses and methods of curriculum delivery and to contribute to the overall success rate, growth and development of the department.

**Main Duties**

* To formally teach/provide progress coaching on a range of courses using a variety of methods which promote the highest standards of achievement.
* To contribute to the review, planning and development of the curriculum.
* To contribute to the development of new courses, curricula and/or methods of delivery.
* To produce and develop schemes of work, lesson plans and develop new teaching and learning materials.
* To devise appropriate assignments and contribute to the quality assurance processes of the department
* To promote highly effective relationships with learners to foster learning.
* To contribute to the development of strategies to improve student retention, attendance, achievement, success rates and value added.
* To devise and apply a range of assessment activities.
* To assess students work and provide feedback to support learners to improve and achieve their maximum potential, within the policy guidelines.
* To verify and certificate work as appropriate.
* To provide academic and pastoral support to guide, challenge and inspire learners to achieve their maximum potential.
* To contribute to the enrolment and marketing process for new and future learners including interviews, assessments, schools events and promotions.
* To carry out student reviews and record progress in relation to minimum target grades.
* To produce student references and reports for parents and attend Parent Evenings.
* To undertake initial and diagnostic assessment of students where necessary.
* To monitor individual learning plans for learners and update them where necessary.
* To monitor and report on individual student progress, progression and destinations.

**Standard Duties in all College Job Descriptions**

* Engage in the implementation of College Quality systems.
* Show a commitment to diversity, equal opportunities and anti-discriminatory practices.
* Show a commitment to ensuring that children and young people learn in a safe environment.
* Ensure that all information is secured, used and maintained in line with internal and external standards including ensuring that confidential information is processed in line with the Data Protection Act and College policies
* Participate in relevant and appropriate training and development as required.
* These duties may be amended from time to time by the line manager in consultation with the post holder.

**Departmental Specific Duties**

The role of Engineering Lecturer will be to deliver high quality learning in the relevant subject areas and to work closely with the Tutorial Learning Mentors and the essential skills team to support learners to achieve their maximum potential. You will be expected to attend Course Team and other meetings as required and willing to work across the STEM and TLC sites.

**Line Management**

If you are asked to line manage staff, your manager or Head of Department will discuss this with you and ensure you are supported and receive appropriate training.

**Method of Working**

Barnsley College expects all staff to work effectively as part of a team or teams, delivering high quality education and support to staff and students. As a minimum this requires dealing with people politely and tactfully, communicating with colleagues and students both formally and informally, offering guidance and information in accordance with College guidelines, policies and procedures when requested and contributing to the maintenance of the Barnsley College environment. In order to do this staff are expected to make themselves aware of the relevant policies and procedures. All staff are required to maintain confidentiality as required.

**Public Relations**

Considerable importance is attached to the public relations aspect of all work undertaken by Barnsley College staff. It is a prime objective therefore that staff will at all times project to the public the image of the College as keen to assist wherever possible, and positively promote the work that is carried out across its various services.

**PERSON SPECIFICATION REC 4 – STEM Lecturer**

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| **Specification** | **Essential** | **Desirable** | **Examples Measured by** |
| **Education and Training**  Formal qualifications and relevant training | * Cert Ed, PGCE or Level 5 Diploma or a willingness to work towards. * Relevant Level 3 qualification. * GCSE English and Maths at grade c or above (equivalent qualification or willingness to work towards) | * Internal Verifier qualifications * Relevant qualification at level 4 or above | Application Form  Documentary Evidence  References |
| **Work Experience**  Ability to undertake duties of the post | * A minimum of 2 years relevant work experience * Experience of working with young people | * Line management experience. * Course leadership experience | Application Form  Interview  Performance of task / test at interview |
| **Skills and Knowledge**  Includes abilities and intellect | * Knowledge of curriculum review, development and planning strategies as appropriate. * Ability to devise strategies to improve attendance, retention, achievement and success rates. * Supportive ability to give clear and constructive feedback to students to guide learning. * Understanding and knowledge of the pastoral needs of learners * Knowledge of a range of teaching methodologies. * Good verbal and written communication skills | * Knowledge of supporting and guiding associated staff. | Application Form  Interview  Performance of task / test at interview |
| **Personal Qualities**  Includes any specific physical requirements of the post – (subject to the provisions of the Equality Act) | * Professional, flexible, organised * and motivational approach to work * Good Time Keeping |  | Application Form  Interview  Performance of task / test at interview |
| **Suitability to work with children, young people and vulnerable adults**  Issues relating to safeguarding and promoting the welfare of children, young people and vulnerable adults | Motivation to work with children, young people and vulnerable adults  Ability to form and maintain appropriate relationships and personal boundaries with children, young people and vulnerable adults  Emotional resilience with challenging behaviours |  | Interview  References |