## HC-BW-Final-logo-gen-size

## Job Description - Lecturer/Fractional Lecturer

**Line Manager**: Curriculum Team Manager

#### Salary: £22,099 pa - £35,633 pa [Pay Spine Points 18-29] [pro rata for fractional posts]

***Job Purpose***

Teaching staff are appointed within teams delivering programmes of study within various curriculum areas. Lecturers should be prepared to teach across the full range of programmes in line with contractual obligations.

***The Lecturer will be responsible for:***

* + The delivery of the subject to full and part time students.
  + The production of a scheme of work for each area of teaching. Group profile
  + The production of suitable and sufficient course material for effective delivery of the curriculum.

***In pursuing these tasks and responsibilities the lecturer will:***

1. Be a member of the course team, attend regular course team meetings and work with the Course Leaders in achieving the desired outcomes.
2. Possibly act as a Personal Coach to nominated groups or individual students.
3. Complete registers accurately and maintain clear records of students’ achievement.
4. Produce reports and summaries in line with college policy and procedures.
5. Where directed to arrange students’ work experience and make visits to assess their progress.
6. Be conversant with, and participate in, activities and developments in education and training which are relevant to the needs of students and your own development.
7. Maintain appropriate standards of student behaviour within the learning environment, College campus; recognition of positive student behaviour and progress.
8. Develop and maintain links with colleagues and outside bodies relevant to the needs of the curriculum.
9. Follow College policy and procedures including Staff Code of Conduct, Safeguarding Policy, Health and Safety Policy and Procedures.
10. Participate in careers guidance and the recruitment and enrolment of students, and attend Open Days, Advice Days and Parents’ Evenings.
11. Undertake such other duties as may from time to time be required which are consistent with the level of post held.

**Under DBS legislation and guidelines this is a regulated activity.**

## Data Protection

You are required to meet the specifications of the College’s Data Protection Policy as part of your conditions of employment. This will include information relating to past and prospective employees and students, suppliers and customers.

## Equality and Diversity

Halesowen College is proud of its work in embedding equality and diversity principles in its activities and welcomes applications from all suitably qualified people, irrespective of age, sex, gender reassignment, marital or civil partnership status, disability, race, ethnic or national origin, religion or beliefs, sexual orientation, unrelated criminal convictions or family responsibilities.

There is a duty not to discriminate against staff, students, parents, guardians or potential students by reason of their age, sex, sexual orientation, gender re-assignment, marriage and civil partnership, pregnancy or maternity, race, disability or religion and belief.

We welcome all sections of the community and value the contributions to the achievement of the College’s mission that are made by members of the College from a wide range of backgrounds and experiences. All staff must demonstrate an awareness of equality and diversity principles, as set out in College policies.  On appointment staff are expected to be committed to and include equality and diversity principles at work.

## Childcare Facilities

There is a day Nursery on the Whittingham Road campus for babies from 12 weeks and children aged 2 to 5 years. It is open 8.00 am to 5.30 pm Monday to Thursday and 8.30 am to 5.00 pm Friday. Further details are available from the Nursery staff on 0121 602 7552.

It is registered at present for 29 children in the early years age range. The baby room caters for 9 babies.

## Information Technology

The College has around 2500 computers across its sites including PCs, laptops, netbooks and Macs running a range of industry standard software. Equipment is available for long and short term loans, and guest access to our wireless network is provided for personal devices. We also run a PC booking system to ensure you can get access to a computer when you need it. A wide range of classroom technologies are in place such as the Moodle Virtual Learning Environment, cameras, voting devices and interactive whiteboards/data projectors.

All staff and students are given a personal computer account with access to email and storage which is available on and off site.

## Health and Safety

The College and its employers have legal obligations in respect of the health, safety and welfare of persons at work and the protection of others against risks to health and safety in connection with their activities. Specific health and safety responsibilities are detailed in the college Health and Safety Policy.

## Smoking

Halesowen College is a designated smoke-free environment within the parameter of all College property by order of the College Governors. This rule applies equally to staff and students, and to all categories of visitor. Acceptance of this rule is a condition of employment for staff, and a condition of being a student for students.

## Disclosure and Barring Service Check

All staff must undergo an Enhanced DBS Check and cannot commence employment until satisfactory clearance is received. All staff should attend relevant training on safeguarding children. Halesowen College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The recruitment interview will explore an applicant’s suitability to work with children/young people.

Note: This job description is current at the time of issue. It should be recognised that, in keeping with organisational changes and developments, it may be necessary to review the duties listed from time to time and change them to meet organisational objectives.

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