

Associate Lecturer

Title:	Associate Lecturer
Salary:	£24.88 per hour
Activity:	Regulated
Contact Hours:	Variable
Responsible to:	Head of Faculty

Key role objectives

- To provide effective cover support during periods of staff absence
- To prepare teaching, learning and assessment for scheduled classes (where allocated)
- To carry out the associated assessment of those students
- To perform specific class administration
- To support cover needs in the Faculty as and when required

Main Duties

1. To provide effective teaching and learning, particularly cover during periods of staff absence
2. To undertake formal scheduled teaching duties.
3. To provide subject and course support to learners.
4. Prepare schemes of work, lesson and assessment plans.
5. The setting and marking of learners' work, assignments, assessments and examination papers.
6. To complete learners' subject reviews.
7. To complete course and learner administration associated with your teaching responsibilities, such as reports and registers.
8. To support Faculty cover during periods of staff absence or leave

Mandatory Duties

1. Responsibility for safeguarding and promoting the welfare of children and vulnerable adults in College.
2. Commitment to Equal Opportunities.

Additional Duties

To undertake such additional duties as may be reasonably required commensurate with the level of responsibility within the College at the initial place of work or any other of the College's sites within the Exeter area and may need to travel overseas.

Reviewed: February 2016



Person Specification

Associate Lecturer

Criteria		How Evaluated	
		Application	Interview
Experience	Essential: <ul style="list-style-type: none"> - Experience of teaching in FE or other related sector (particularly GCSE / A level English) Desirable: <ul style="list-style-type: none"> - Offering pastoral or 1:1 support to learners 	✓	
Skills & Abilities	Essential: <ul style="list-style-type: none"> - Excellent verbal and written communication skills. - Planning, organisation and time management skills. - Ability to motivate and inspire learners. - Ability to work to deadlines. - Administrative and record keeping skills. Desirable: <ul style="list-style-type: none"> - Demonstrable IT competency. 	✓ ✓	✓ ✓ ✓ ✓ ✓
Qualifications	Essential: <ul style="list-style-type: none"> - Teaching qualification or willingness to work towards one. Desirable: <ul style="list-style-type: none"> - Professional or academic qualification appropriate to subject area. 	✓ ✓	

Personal Qualities	Essential: <ul style="list-style-type: none"> - Flexible approach to working arrangements. Desirable: <ul style="list-style-type: none"> - Professional or academic qualification appropriate to subject area. 		<div>✓</div> <div>✓</div>
Mandatory requirements	Essential: <ul style="list-style-type: none"> - Commitment to safeguarding and promoting the welfare of children and vulnerable adults in College - Commitment to equal opportunities 		<div>✓</div> <div>✓</div>

Reviewed: February 2016

Exeter College Values



At Exeter College we are committed to being an exceptional College. Therefore all employees will be expected to demonstrate our Exeter College Values.

VISION

To be an exceptional college.

MISSION

To shape the future of education by delivering excellence in all aspects of our work, in order to realise the ambitions of our learners, city and region.

