

## **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 Ev	How Evaluated	
		Application	Interview	
Experience	Essential: - Experience of teaching in FE or other related sector (particularly GCSE / A level English)	~		
	Desirable: - Offering pastoral or 1:1 support to learners			
Skills & Abilities	Essential: - Excellent verbal and written communication skills.	~	✓	
	<ul> <li>Planning, organisation and time management skills.</li> </ul>		$\checkmark$	
	- Ability to motivate and inspire learners.		$\checkmark$	
	- Ability to work to deadlines.		$\checkmark$	
	<ul> <li>Administrative and record keeping skills.</li> </ul>		$\checkmark$	
	Desirable:			
	- Demonstrable IT competency.	✓ ✓	$\checkmark$	
Qualifications	Essential: - Teaching qualification or willingness to work towards one.	~		
	Desirable: - Professional or academic qualification appropriate to subject area.	¥		



Personal Qualities	Essential: - Flexible approach to working arrangements.	~
	Desirable: - Professional or academic qualification appropriate to subject area.	~
Mandatory	Essential:	
requirements	<ul> <li>Commitment to safeguarding and promoting the welfare of children and vulnerable adults in College</li> </ul>	✓
	- Commitment to equal opportunities	~

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.

#### STUDENT CENTRED We are focused on delivering exceptional teaching, learning DEVELOPING OUR PEOPI and training. We listen and STRIVING FOR EXCELLENCE respond to feedback and We know every person in the organisation place the student at the heart makes a difference to the student experience. We expect excellence in all of our college. We value professional development and nurture dimensions of the college and an environment in which every employee can always believe we can improve. OUR VALUES make a positive contribution. COLLABORATIVE AND INCLUSIVE CREATIVE AND AMBITIOUS We forge links with the community locally. nationally and internationally to grow our We don't stand still: we actively partnerships and respond to the needs of seize and create new opportunities. our stakeholders. We develop our curriculum We are imaginative, innovative and TRUST AND INTEGRITY to meet the needs of all our learners. aspirational.

We believe in honest and transparent communication. Trust and integrity is at the core of all that we do.