



JOB DESCRIPTION

Title:	Lecturer B
Grade:	Lecturer B
Regulated Activity:	Yes
Contact Hours:	Annual maximum: 865-1080 hours, weekly maximum; 30
Responsible to:	Head of Faculty

Job Purpose:

To provide an outstanding learner experience through teaching, training, reviewing and assessing learners, enabling timely achievement.

Main Responsibilities:

1. Provide Teaching, Training, Learning and Assessment

1. Teaching, Learning and Assessment

- 1.1 Participate in the interviewing, enrolment/activation and induction of learners.
- 1.2 Provide teaching and learning whether in a classroom, a workshop, an employers location or other work environment.
- 1.3 Prepare schemes of work, lesson assessment & IV plans.
- 1.4 Provide ongoing assessment and feedback to learners by setting and marking work both relevant and appropriate to the course, including in the workplace where required.
- 1.5 Provide appropriate academic and/or vocational support to individual learners, referring them, where appropriate, to other agencies.
- 1.6 Contribute to the wider enrichment of learners and support students' pastoral needs.
- 1.7 Contribute to the maintenance of an effective, efficient and professional learning environment.
- 1.8 Ensure resource material and teaching reflect best practice, contributing to the quality of provision as measured by retention, attendance, success rates, grades and value added.

- 1.9 Participate in appropriate quality assurance procedures.
- 1.10 Prepare learners for a range of accreditation and assessments.
- 1.11 Maintain accurate and detailed student records including the writing of reports and references.
- 1.12 Set and monitor Personal Targets and eLPs according to Faculty and College Policy.
- 1.13 To track the progression of learners, including work place reviews, to ensure timely achievement.
- 1.14 Provide specialist advice to learners and organisations regarding vocational and work based qualifications, delivery and progression options.
- 1.15 Participate in open evenings, recruitment, trade events, conferences and other marketing events.

2. Additional Duties

- 2.1 Promote a teaching, learning and working environment that is free from discrimination and where all students and staff are encouraged to express their individuality.
- 2.2 Be responsible for safeguarding and promoting the welfare of learners.
- 2.3 Undertake such additional duties as may be reasonably required commensurate with the level of responsibility within the College at any of the College's sites or place of work.
- 2.4 Promote and conduct your professional duties and responsibilities within the parameters of the College's agreed values and aims.

PERSON SPECIFICATION – Lecturer B

	Essential	How Identified*	Desirable	How Identified*
<u>Experience</u>	Recent experience working within the IT, financial, management or medical administration industry	A/I	Experience delivering bespoke courses to a range of partners	A/I
	Working within a team	A/I	Involvement in developing training solutions	I
	Using own initiative	A/I	Achieving targets	I
	Experience and knowledge of medical terminology and medical administration	A/I		
	Teaching or training young people and adults	A/I		
<u>Skills & Abilities</u>	Good communication skills (at all levels)	I	Attention to detail	I
	Ability to inspire young people & adults	A/I		
	IT Literate – use of databases, Microsoft office (Word, Excel, Access and Powerpoint)	A/I		
	Driving Licence held for a minimum of 2 years with 6 points or less.	A		

<u>Qualifications</u>	Recognised vocational qualification at level 3 or above in IT, Business, finance or admin	A	Teaching qualification (CTLLS / Cert Ed / PGCE)	A
	PTLLS (Preparing to teach) Qualification	A		
	Assessors award	A		
	GCSE English & Maths at C grade or 4 or above (or equivalent)	A/I	Verifiers Award	A
<u>Personal Qualities</u>	Enthusiasm and drive	A/I	Passion for teaching and assessment and learning in the life long sector	A/I
	Excellent time management	A/I	Good sense of humour	A/I
<u>Mandatory Requirements</u>	Commitment to safeguarding and promoting the welfare of children and vulnerable adults in College	I		
	Commitment to equal opportunities	I		

***Key: A = Application Form
I = Interview**