

Loughborough College Job Description

1. Job Details

Job Title: Sessional HE Lecturer in Care and Education Studies

Competency Level: Teaching 2

Reporting To: Curriculum Manager

Department: Higher Education

Annual Salary (FTE): £22.93

Date: July 2018

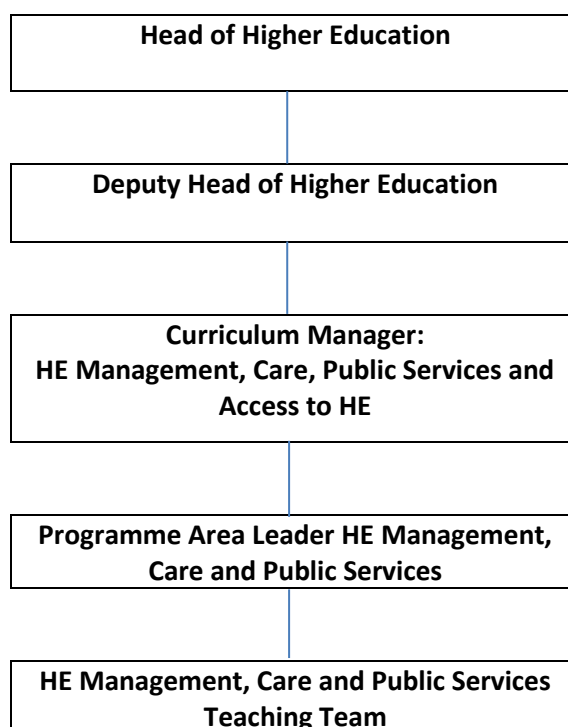
2. Job Purpose

To deliver inspiring teaching and learning, to ensure all students are supported to succeed.

3. Dimensions

Not Applicable

4. Organisation chart



5. Key Responsibilities

- To teach degree level subjects across the HE Care and Education Studies provision
- To act as a personal mentor to a tutorial group
- To prepare and plan innovative and effective lessons
- To assess learners progress and report on when required
- To provide effective intervention strategies to ensure the success of all students
- To support and coach students
- To contribute to the development of the HE Care and Education Studies provision
- To operate and comply with the College's administrative systems and quality assurance systems/ standards
- To continuously develop and update own personal, professional, teaching and specialist skills and competences
- To attend and actively participate in team meetings and in planning, recruitment and consultation events
- To actively support and promote the College's commitment to equality of opportunity and diversity
- To promote and safeguard the welfare of children, young people and vulnerable adults
- To promote British Values and adhere to the PREVENT strategy as necessary
- To modify duties and responsibilities as required by the Curriculum Manager and other members of HE Management, Care and Public Services team.

6. Key Result Areas

Action	Result
Deliver inspiring teaching and learning	Ensure the success of all students
Monitor the performance of students against target grades and implement intervention strategies as appropriate	Ensure the success of all students
Fully engage with the personal tutorial programme, providing excellent support and guidance	All students supported to achieve

7. Key Working Relationships and Communications

Internal: Students, teaching and support team, Programme Area Lead, Curriculum Manager, Deputy Head of Higher Education and Head of Higher Education

External: Parents and other stakeholders

8. Scope for Impact

Not applicable

9. Knowledge, Skills and Experience (Person Specification)

QUALIFICATIONS		ESSENTIAL	DESIRABLE	HOW ASSESSED
1.	Possess a full teaching qualification, e.g. PGCE, Cert. Ed, DTTLS or willingness to complete this.	✓		Application/ Certificates
2.	Possess a Degree (or equivalent) in a relevant subject area.	✓		Application/ Certificates
3.	Possess qualifications in Maths & English Levels 4-9 (GCSE A-C) and at Level 3 or above.	✓		Application/ Certificates
EXPERIENCE				
4.	Significant relevant teaching experience in Care and Education studies at HE/Degree level.	✓		Application/ Interview
5.	Experience of teaching other management HE subject areas.		✓	Application/ Interview
6.	Experience of having been a personal tutor or mentor.		✓	Application/ Interview
7.	Proven experience of motivating HE students to achieve excellent results.	✓		Application/ Interview
SKILLS & KNOWLEDGE				
8.	Understanding of HND and BA Public Services specifications and assessment methods.		✓	Interview
9.	Extensive experience of having delivered success for students at HE/Degree level.	✓		Interview
10.	Ability and interest to keep up to date with developments in subject areas and teaching pedagogy.	✓		Interview
11.	Be able to work effectively as a team leader/member.	✓		Application/ Interview
12.	Be able to work flexibly and under pressure, to deadlines.	✓		Interview
13.	Excellent planning, administration and organisational skills.	✓		Application/ Interview
BEHAVIOURS				
14.	Demonstrate a commitment to self-development.	✓		Interview
15.	Demonstrate a commitment to equal opportunities, diversity and inclusion; The promotion of British values and an awareness of the requirements of the PREVENT strategy.	✓		Interview
16.	Awareness of safeguarding and child protection regulations and requirements, ensuring the protection and wellbeing of our students.	✓		Interview
17.	Comply with professional standards at work.	✓		Interview

18.	Show commitment to the improvement and maintenance of standards.	✓		Interview
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Notes

1. A satisfactory Enhanced Disclosure & Barring Service check is required for this post. Loughborough College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
2. Loughborough College retains the right as a condition of your employment to require you to undertake such other duties as may be expected of you in the post mentioned above, or in a similar post within the College.
3. This job description and person specification was prepared in July 2018 and may be amended in light of changing circumstances following discussion with the post holder.

10. Job Description Agreement

Job Holder Signature		Date	
Manager Signature		Date	