

**Job Description**

**Lecturer for Science Based Programmes**

**Health, Sport and Salon Services**

**The role**

the post holder will be required to teach on a range of Science based programmes and act as a course tutor in the School of Health, Sport and Salon Services

**Responsible to:** Curriculum Manager for Childcare and Access Programmes

**Main Purposes and Responsibilities**

The main purpose of the role is to:

Plans and prepares modules, delivers teaching and conducts tutorials and assessments for students within the School. Teaches up to 828 hours per annum

Creates and implements effective learning support material, methods and applications.

Undertakes induction and sets smart targets for attendance and punctuality ensuring student attendance, retention and progress on courses.

Actively contributes to the research and commercialisation activities of the School.

Undertakes as required the necessary administrative duties, for example the examinations process, and all other aspects of Quality Assurance including assessment of student work, undertaking progress reviews and maintaining student records.

Liaises with parents / carers and work experience providers as required including attending parents’ meetings.

Participates in the student recruitment and admissions process.

Undertakes any other duties that may be reasonably required by the Head of School or assigned by the College from time to time.

**General Duties**

The post holder will assist with or undertake the following:

* To keep up-to-date with QA initiatives and to develop and meet service standards for the area of work.
* To participate in the Professional Development Programme and undertake training as required including all relevant areas of technology.
* To propose any ideas which may help to promote and extend the Group's reputation and efficient running of the Group.
* To work safely, consider the safety of others and work within the guidelines stated in the Group Health and Safety Policy
* To be available to assist in enrolment and other procedures, which may require occasional evening and weekend work.
* Undertake other duties as may be required by the Group Leadership Team or their representatives, in order to ensure the efficient functioning of the Group.

As a list of general duties, the above is not exhaustive. The work of the Group as a whole is expected to develop and the holder of the post will be required to work flexibly with colleagues to facilitate this development.

**Additional Information**

This Job Description / Specification is subject to periodic review.

### Salary scale: £21,210 to £38,299 p.a. inc. London weighting allowance

**Person Specification**

**Job Title**

**Person Specification, Experience and Qualifications**

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | **Essential** | **Desirable** |
| 1 | * Successful recent experience of teaching 19+ learners on Science based programmes
 | ✓ |  |
| 2 | * Successful record of tutoring, supporting, target setting, monitoring and reviewing learner progress
 | ✓ |  |
| 3 | * Experience of delivering Access to HE or Foundation Degree Programmes
 | ✓ |  |
| 4 | * Experience of delivering maths
 |  | ✓ |
| 5 | * Background in Healthcare
 |  | ✓ |
| 6 | * Educated to degree level in a relevant subject area
 | ✓ |  |
| 7 | * Teaching Qualification
 | ✓ |  |
| 8 | * Working knowledge of the Access to HE curriculum or Foundation Degrees
 | ✓ |  |
| 9 | * High level of computer literacy
 | ✓ |  |
| 10 | * Able to work under pressure and to strict deadlines
 | ✓ |  |
| 11 | * Able to use initiative, organise and prioritise
 | ✓ |  |
| 12 | * Able to identify and implement improvements in existing systems
 | ✓ |  |
| 13 | * Able to communicate effectively at all levels
 | ✓ |  |
| 14 | * Able to produce and present reports to a variety of audiences
 | ✓ |  |
| 15 | * Commitment to establishing and maintaining good working relations with colleagues and students
 | ✓ |  |
| 16 | * Evidence of commitment to the safeguarding and promotion of the welfare of children and vulnerable adults
 | ✓ |  |
| 17 | * Commitment to the provision of a quality service and the implementation of quality improvements
 | ✓ |  |
| 18 | * Commitment to valuing diversity
 | ✓ |  |
| 19 | * Acceptable Professional Appearance
 | ✓ |  |
| 20 | * Able to work flexibly throughout the week/over the year by prior agreement
 | ✓ |  |