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**JOB DESCRIPTION**

**JOB TITLE: Lecturer in Independent Living (Maternity)**

**GRADE: Main Grade Lecturer Scale**

**Summary of Position**

To work as a team delivering foundation learning courses, in a range of subject areas, to learners from Entry Level 2 to Level 1.

**Job Purpose**

Under the direction of the relevant Curriculum Area Manager (CAM) to deliver high quality teaching and learning, including;

* Teaching and assessing on a variety of programmes
* Liaising with the CAM to develop study programmes in the curriculum area
* Taking part in the Internal Performance Inspections and quality assurance procedures at the College
* Liaising with the CAM in dealing with management information data
* Pastoral activities

**Generic Duties and Responsibilities**

Teaching, Learning and Curriculum Development

1. Formal scheduled teaching / learning duties using a variety of appropriate strategies up to 880 hours (pro rata for fractional appointments) per academic year.
2. Preparation of learning and assignment materials, using a variety of resources, including ILT.
3. Assessment of students’ work (formative and summative, as appropriate, in accordance with Awarding Body regulations) and the provision of constructive feedback.
4. Organisation of learning programmes.
5. Using the College referral system to provide learning, behavioural and pastoral support.
6. Working with the CAM to develop the curriculum.
7. Ensuring the health and safety of the teaching environment.
8. Research and other forms of scholarly activity to maintain subject knowledge and up to date approaches to learning.

Pastoral Support

1. Taking part in the student admissions process and providing advice and counselling in relation to subject choice to potential students.
2. Providing educational guidance and counselling to students on course.
3. Organisation and supervision of student visit programmes and work experience where appropriate.

Administration / Management of Quality

1. Marketing activities, including promoting courses via Open Evenings/Events/workshops etc.
2. Administration including maintaining records of assessment, enrolments, withdrawals, registers etc. Liaising with the CAM to ensure timely and accurate returns to MIS.
3. Participating in the College’s Quality Assurance Self-Assessment process, including the annual Internal Performance Inspection.

Personal Development

1. Attending personal professional development, College CPD activities and external training events. Updating professional, teaching and training qualifications where appropriate.
2. Participating in appraisal and identifying development needs.
3. Taking part in secondment, placements or exchanges within an industrial or educational context where appropriate
4. Joining professional bodies where appropriate.

Team Membership

1. Regularly attend subject, curriculum area, senior tutor, school and other meetings.
2. Working collaboratively within a teamwork environment.

Additional Expectations

1. Behave in a professional manner at all times.
2. Produce schemes of work and plan for learning to the College’s stated timescale and standard
3. Maintain a record in Promonitor of student progress (see Assessment Policy)
4. Embed equality and diversity issues (including fundamental British values) in curriculum delivery.
5. Develop maths and English skills in curriculum delivery.
6. Comply with all safeguarding policies and regulations
7. Embed the use of ILT and the VLE in curriculum delivery
8. Use a range of teaching methodologies and introduce innovative teaching strategies
9. Provide appropriate feedback (see assessment policy).
10. Attend CPD on pedagogy.
11. Start and finish lessons at the stated time.
12. Comply with all health and safety regulations
13. Undertake any other duties commensurate with the post as requested by your Line Manager.

The post holder is expected to act at all times in manner that encourages equality of opportunity for all Students, Staff and Visitors to the College and also to adhere to their responsibilities as required to ensure a safe and healthy environment in which to work and study. Further details on both these issues can be found in the College Equal Opportunities Policy and Health and Safety Policy which are widely available including in College libraries and on the College Intranet.

A Disclosure check with the Criminal Records Bureau will be a requirement of employment. Please note that a record of a conviction may not automatically prevent a candidate from receiving an unconditional offer of employment.

### Conditions of Service

The College contract is for 37 hour week (pro rata for fractional appointments) with a maximum of 25 hours per week (currently 880 hours per year) designated as class contact time. The College offers 40 days per year holiday together with all public holidays. Some days per year are designated as staff development or administration days in the current academic year.

**Generic Person Specification**

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| **Criteria** | **Essential** | **Desirable** |
| Qualifications:  Teaching\* |  | * A post-16 teaching qualification |
| Professional Standing | * Willingness to undergo professional development as required. |  |
| Qualifications:  Academic/Vocational | * Relevant academic degree and/or * Professional qualification * L2 qualifications in English and Maths | * L2 qualifications in English and Maths * V1 /IQA Award |
| Experience and Skills | * Ability to teach on a range of courses within the subject area. * Commitment to Equality and Diversity * Highly skilled tradesperson with a successful track record in the industry. | * Successful personal teaching experience in the curriculum area * Experience of embedding Functional Skills in curriculum delivery * Ability to use ILT effectively |
| Personal Qualities | * Committed to continuous improvement in Quality * The ability to encourage the use of ILT in curriculum delivery * Enthusiasm for working in the lifelong learning sector * Ability to maintain and develop effective communication, liaison and relationships * Ability to maintain and develop effective communication, liaison and relationships * A love of delivering extra-curricular activities | * Ability to drive and use of a car. |