Lecturer B

Title: Lecturer B

Grade: Lecturer B

Activity: Regulated

Contact Hours: Annual maximum: 865-1080 hours, weekly maximum; 30

Responsible to: Head of Faculty

Key role objectives

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

- Provide teaching, 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 eILPs 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

Criteria	Essential	Desirable
Experience	Recent experience working within Data Analytics, Data Management or Data Science. Working within a team Using own initiative Teaching or training young people and adults	Experience delivering bespoke courses to a range of partners Involvement in developing training solutions Achieving targets
Skills & Abilities	Good communication skills (at all levels) Driving Licence held for a minimum of 2 years with 6 points or less. Ability to inspire young people & adults IT Literate – use of databases, Microsoft office (Word, Excel, Access and Powerpoint)	Attention to detail
Qualifications	Recognised vocational qualification at level 3 or above in IT, Computer Science or Mathematics. PTLLS (Preparing to teach) Qualification Assessors award GCSE English & Maths at C grade or above (or equivalent)	Teaching qualification (CTLLS / Cert Ed / PGCE) Verifiers Award
You	Enthusiasm and drive Passion for teaching and assessment and learning in the life long sector	Passion for teaching and assessment and learning in the life long sector Good sense of humour

Mandatory	Commitment to safeguarding and promoting the welfare of children and vulnerable adults in College Commitment to equal opportunities	

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.

