

Associate Lecturer – Italian

Title: Associate Lecturer

Grade: Associate Lecturer

Activity: Regulated

Contact Hours: Variable

Responsible to: Head of Faculty

Key role objectives

- To prepare, plan for and teach agreed classes
- To carry out the associated assessment of those students
- To perform class administration as required

Teaching, Learning and Assessment:

- 1. To provide effective teaching and learning.
- 2. To undertake formal scheduled teaching duties.
- 3. To provide subject and course support to learners.
- 4. Prepare schemes of work, lesson and assessment plans.
- 5. To attend relevant team meetings/ staff development events
- 6. To set and mark learners' work as appropriate (including assignments/assessments/examination papers if applicable)
- 7. To complete learners' Individual Learning Plans and reviews, and collect learner feedback
- 8. To complete course and learner administration associated with your teaching responsibilities, including reports and registers.



Additional Duties

- 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. Be responsible for safeguarding and promoting the welfare of students.
- 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.
- 4. Promote and conduct your professional duties and responsibilities within the parameters of the colleges agreed values and aims.

Mandatory Duties

- 1. Responsibility for safeguarding and promoting the welfare of children and vulnerable adults in College.
- 2. 2. Commitment to Equal Opportunities.



Person Specification



Associate Lecturer – Italian

Essential: - Successful experience of language	Application	Interview
- Successful experience of language		
- Successiul experience of language	✓	
teaching		
Desirable:		
- Experience in the Further Education	✓	
sector/ adult education		
Essential:		
 Excellent verbal and written 	✓	\checkmark
communication skills.		
 Planning, organisation and time 		✓
management skills.		
- Ability to motivate and inspire learners		✓
- Ability to work to deadlines.		✓
- Administrative and record keeping skills		✓
Desirable:		
- Demonstrable IT competency	✓	✓
Essential:		
 Teaching qualification or willingness to work towards one 	✓	
Desirable:		
Professional or academic qualification	✓	
in the subject area/ demonstrable		
 Flexible approach to working 		✓
arrangements		
Desirable:		,
		✓
training if necessary		
	- Experience in the Further Education sector/ adult education Essential: - Excellent verbal and written communication skills Planning, organisation and time management skills Ability to motivate and inspire learners - Ability to work to deadlines Administrative and record keeping skills Desirable: - Demonstrable IT competency Essential: - Teaching qualification or willingness to work towards one Desirable: - Professional or academic qualification in the subject area/ demonstrable fluency in the language Essential: - Flexible approach to working arrangements Desirable: - Willingness to undertake further	- Experience in the Further Education sector/ adult education Essential: - Excellent verbal and written communication skills Planning, organisation and time management skills Ability to motivate and inspire learners - Ability to work to deadlines Administrative and record keeping skills Desirable: - Demonstrable IT competency Essential: - Teaching qualification or willingness to work towards one Desirable: Professional or academic qualification in the subject area/ demonstrable fluency in the language Essential: - Flexible approach to working arrangements Desirable: - Willingness to undertake further



Mandatory	Essential:	
requirements	 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.

STUDENT CENTRED We are focused on delivering exceptional teaching, learning DEVELOPING OUR PEOPLE and training. We listen and STRIVING FOR EXCELLENCE respond to feedback and We know every person in the organisation place the student at the heart makes a difference to the student experience. of our college. We expect excellence in all We value professional development and nurture dimensions of the college and an environment in which every employee can always believe we can improve. make a positive contribution. We forge links with the community locally, nationally and internationally to grow our We don't stand still; we actively partnerships and respond to the needs of seize and create new opportunities. our stakeholders. We develop our curriculum We are imaginative, innovative and TRUST AND INTEGRITY to meet the needs of all our learners. aspirational We believe in honest and transparent communication. Trust and integrity is at the core of all that we do.