

HADLOW COLLEGE

JOB DESCRIPTION

Post Title:	Lecturer
Grade:	Lec
Division:	Curriculum
Reporting To:	Head of Faculty (HOF) & Team Leader (TL)
Job purpose:	To work in collaboration with HOF and TLs to drive forward the College's strategic initiatives and to be proactive in identifying new initiatives.

Main duties and responsibilities

Main responsibilities: Up to 782 hours teaching per year (pro rata if part-time), with no more than 23 hours per week (pro rata if part-time). Managing the course area.

1. To teach and give practical instructions on full time/part time and short courses as appropriate.
2. To be responsible for course supervision.
3. To undertake initial assessment.
4. To undertake functional skills assessments.
5. To be responsible for withdrawing and transferring students.
6. To be responsible for course reviews.
7. To undertake tutorials.
8. To be responsible for the induction of new part-time staff.
9. To give advice and guidance to new and existing staff.
10. To prepare course outlines.
11. To prepare schemes of work.
12. To prepare and operate course files.
13. To prepare and operate individual learning plans.
14. To provide progression, retention and achievement figures.
15. To be responsible for student attendance and punctuality.
16. To identify materials and equipment resource needs.
17. To produce self-directed study materials.

18. To write memorandum/correspondence/reports, as required, appropriate to the post.
19. To carry out the above duties within the requirements of the Data Protection Act.
20. To carry out the above duties in a confidential and sensitive manner.
21. To comply with any Health and Safety regulations and, in particular, be familiar with the procedure to be adopted in case of fire.
22. To contribute and promote safeguarding at all times, to ensure the safety and security of Children, young people and vulnerable adults.
23. To comply with the safeguarding policy and procedure in addition to the safeguarding responsibilities within the scope of this role.
24. To observe and actively promote equal opportunities policies in the classroom, in the syllabus and learning materials, and in all relationships with the College.
25. Participate in the College Appraisal, Personal Action and Development Planning Programme, agree objectives with the line manager and ensure these are achieved.
26. Liaise with all College staff to ensure the effective use of resources to achieve its mission, and to ensure the smooth running of the College.
27. Undertake other duties as may reasonably be required of the postholder.

HADLOW COLLEGE

PERSON SPECIFICATION

Post title:	Lecturer
Grade:	Lec

<u>Qualifications and Experience</u>	<u>Essential</u>	<u>Desirable</u>
1. Experience of teaching		√
2. Proven ability to teach the subject at all levels		√
3. Suitable to work with children, young people and vulnerable adults.	√	
4. A recognised teaching qualification or the willingness to work towards one.	√	
5. English and maths at Level 2 or equivalent.	√	
6. Level 3 vocational qualification	√	
7. At least three years relevant post qualification experience in industry	√	
8. Experience of successfully devising lesson plans / course outlines.	√	
9. Experience of successfully completing ongoing assessment of students	√	
10. Experience of working within quality assurance procedures.	√	
11. Experience of advising and assessing students	√	
12. High level of administrative skills and proven ability to meet the administrative requirements of running a course.	√	
13. An understanding of the reasons why students come to courses and the outcomes a course should produce	√	
14. An understanding of equal opportunities policies and a commitment to putting them into practice.	√	

Qualifications and Experience**Essential****Desirable**

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| 15. An understanding of safeguarding and a commitment to creating a safe learning environment. | √ |
| 16. Proven ability to support students in taking an active part in their learning and in the wider life of the College. | √ |
| 17. Knowledge of where the course fits into the pattern of other educational provision. | √ |
| 18. Intermediate Level in a range of software packages to include:- MS Word and Excel; Electronic E-mail. | √ |
| 19. Willingness to undertake further IT and educational training. | √ |
| 21. Ability and willingness to travel to outcentres, CPD events etc. | √ |

Competencies

- High level of administrative skills.
- Ability to work flexibly and be adaptable to new methods and ways of working.
- Proven ability to meet deadlines.
- Good written and oral communication skills.
- Ability to work as part of a team and develop productive working relationships.
- Ability to develop and sustain services for learners.
- Ability to provide quality in the delivery of services.
- Ability to develop self and manage own performance.

Hadlow College has a strong commitment to working towards the achievement of equality of opportunity in both service delivery and employment. The College's mission statement and strategic objectives directly support these aims. All employees are required to actively support and implement the College's Equal Opportunities Policies.

The post-holder will be required to undertake such duties as may reasonably be expected. All members of staff are expected to be professional, co-operative and flexible within the needs of the post, the department and the College.

Job Descriptions should be reviewed and updated during the line management meeting to ensure that they are an accurate representation of the post.

Signed..... Date.....