

JOB DESCRIPTION & PERSON SPECIFICATION

Job Title:	Main Grade Lecturer – Sociology (with ability to teach criminology)
Job Ref No:	REQ000071
Contract type:	Maternity Cover
Hours per week:	Part time (50%)
T&Cs:	MGL
Scale:	MGL 1-8
Salary:	£11,452 to £18,558 per annum FTE (Maximum starting point 4)
Location:	South & City College Birmingham* *Postholders can be required to work at any College Centre
Responsible to:	Head of School – Life Sciences

Aims of Job/Job Purpose

The role of a Main Grade Lecturer (MGL) at South & City College Birmingham is to support the College's aims, objectives and mission statement to provide quality education and training in response to local need.

Key Accountabilities and Responsibilities

- Required to teach on Access to Higher Education Health and Social Science diplomas. Ability to teach level 3 Psychology would also be useful.
- Responsible for planning and managing learning programmes (which will include schemes of work, curriculum development and regular review meetings).
- Maintain high standards of teaching and learning in the classroom.
- Have excellent attendance and punctuality.
- Responsible for the management and tracking of the student learning programme to include administering all paperwork related to tutor courses and groups, tracking documents monitoring targets, achieving and maintaining efficient group size targets.
- Act as a course leader, providing learners with academic support, meeting their vocational and educational needs and reporting at exam boards.
- To carry out formative and summative assessments including: initial assessment, controlled assignments, setting homework and providing timely feedback on the learning experience.
- Undertake open evenings and other extra- curricular activities.
- Responsible for ensuring student progress records are completed in a timely manner which will include monitoring of targets, Individual Learning Plans and electronic assessment plans.
- Classroom management including monitoring attendance, punctuality and student behavior.

- Be responsible for completing and maintaining appropriate internal and external quality standards (for example Internal and External Verification).
- Be compliant with equality and diversity in teaching and learning.
- Contribute towards enrichment programmes, work placements and educational visits to enhance the learning experience.
- Comply with the Quality Assurance procedures of the College which includes lesson observations.
- Ensure “In Attendance” time is carried out to meet the needs of the students’ and divisional priorities.
- Work with the Quality team and curriculum Division to monitor, evaluate and improve the effectiveness of learning, including the use of lesson and peer observations.
- Support students to improve their study skills and exam techniques.
- Be available to cover for colleagues in line with contractual arrangements and, where agreed, provide support and guidance as a mentor to new staff.
- Staff are personal tutors to groups and are responsible for completing ILPs, monitoring student progress, delivering tutorial programmes, liaising with parents, careers and employers (where applicable), monitoring attendance and punctuality, providing pastoral care, arranging additional support, assisting in UCAS application and references and support the election of course student reps.
- Undertake any other duties and responsibilities as directed and required, that is commensurate with the grade of the post and prescribed in the MGL contract of employment.

It is the responsibility of all MGLs;

- a) To contribute to the college achieving its strategic aims.
- b) To carry out duties regarding the writing and submitting of sub-divisional reviews (SARs).
- c) To understand and apply the college’s relevant policies, procedures and practices.
- d) Carry out duties regarding recruitment, enrolment, admissions, open days and any other promotional/marketing events in line with the contract and guidelines.
- e) To meet the professional requirements by working within a professional value base and conforming to agreed codes of professional practice and conduct.

Other Duties and Responsibilities

- a) Comply with college policies and procedures and health and safety regulations.
- b) Support the safeguarding and promotion of students’ welfare.
- c) Maintain confidentiality in relation to all college information and to comply with Data Protection Legislation.
- d) Participate in the college’s Appraisal Scheme and undertake any Continuous Professional Development training, self- directed/directed, to develop innovative teaching and learning techniques and strategies.

Characteristic	Essential	Desirable	Evidence
Bachelor of Art – Sociology/Social Science	√		Application Form
Certificate in Education, PGCE	√		Application Form
Demonstrable experience of using ILT/VLE in the classroom.	√		Application Form/ Interview
Demonstrable numeracy and literacy skills (to level 2 or above).	√		Application Form/ Interview
Have experience of teaching level 3 Sociology.	√		Application Form/ Interview
Demonstrable understanding of learning theory and differentiation.	√		Application Form/ Interview
Demonstrable understanding of assessment for learning.	√		Application Form/ Interview
Ability to work effectively as part of a team and an ability to motivate yourself and others	√		Application Form/ Interview
Ability to work under pressure and to meet targets	√		Application Form/ Interview
Excellent communication skills (oral and written) and demonstrable presentation skills	√		Application Form/ Interview
Possess a flexible approach to work	√		Application Form/ Interview
Demonstrable record of development, implementation and monitoring of equality policies	√		Application Form/ Interview
As a multi-cultural college experience of working within a multi-cultural teaching environment would be beneficial		√	Application Form/ Interview