

TOP 6 REASONS TO JOIN US



1

SUPPORT FOR STAFF

- SUPPORT FOR STAFF NEW INTO TEACHING
- EMPLOYEE ASSISTANCE PROGRAMME
- OCCUPATIONAL HEALTH

2

EXCELLENT TERMS & CONDITIONS

- GENEROUS ANNUAL LEAVE ENTITLEMENT
- ATTRACTIVE PENSION SCHEME
- FLEXIBLE WORKING

3

ADDITIONAL BENEFITS

- CHILDCARE VOUCHERS
- CYCLE TO WORK SCHEME
- MEDICASH SCHEME
- RAIL SEASON TICKET OFFER
- ON SITE PARKING

4

PERSONAL DEVELOPMENT

- RANGE OF ONGOING CPD
- LEARNING AND DEVELOPMENT
- CAREER OPPORTUNITIES

5

STAFF ENRICHMENT

- STAFF CLUBS
- STAFF SOCIETIES
- EMPLOYEE REWARDS
- STAFF CELEBRATION EVENTS

6

COLLEGE DISCOUNTS

- BEAUTY SALONS
- RESTAURANT
- TRAVEL SHOP
- FLORISTRY

Construction

Wigan & Leigh College is a highly popular and successful further education college conveniently located between the cities of Liverpool and Manchester.

The College has over **6,500 students** and a turnover of £26m and delivers a range of full-time courses, Apprenticeships, Higher education and professional qualifications and part-time adult courses.

Construction Department

The Construction department has outstanding facilities in the Pagefield centre for delivering education, training and assessment to a very high standard in all the major trade areas. The large workshop facilities are equipped with industry standard materials, tools and equipment and students and apprentices can get a feel for working in the world of construction with real sized practical projects.

The classrooms and IT facilities support the delivery of underpinning knowledge for the trades courses and professional studies for Civil Engineering and Construction Management up to HND level.

We have good links with local and regional employers and the department prides itself on the impact it has on preparing students for employment and apprenticeships in the industry or for the progression into Higher education.

Join a strong college community:

- We are officially a 'GOOD' College (Ofsted 2016)
- We have 'GOOD' financial health (SFA 2017)
- Ranked Top FE College in Greater Manchester (FE Week 2016)
- Highest student satisfaction rate in FE
- in Greater Manchester (FE Choices 2016)
- Largest FE College provider of Apprenticeship training in Greater Manchester (2017)



Construction

The Construction department offers fulltime courses and advanced apprenticeships in the following trade areas:

- Bricklaying
- Plastering
- Carpentry & Joinery
- Painting & Decorating
- Plumbing

Fulltime students learn the same skills and follow the same qualifications as the apprentices and are able to transfer between the two routes when they gain employment, this means that young people joining our college courses are better prepared for entering employment than those following a post 16 school based academic route. All fulltime students participate in genuine work experience in their chosen trade area.

The Construction department also offers Technical and Professional education delivering BTEC, HNC and HND qualifications in support of technical and higher apprenticeships in Civil Engineering and all aspects of Construction Management. Links with prestigious local and regional employers ensure that our fulltime students have the advantage of good quality work experience and that our part time employed students have access to professional high quality education close to home.

Over recent years significant investments have been made in teaching and learning and support for all our students which are the key drivers to our success.

Wigan & leigh college is committed to:

- Offering high quality, responsive teaching and learning
- Inspiring and celebrating students' success
- Ensuring positive destinations and outcomes for all learners



Job Title: Lecturer
Hours per week: 37
Responsible to: Head of Department

Main duties:

Teaching, Learning and Assessment

1. To ensure that students achieve their academic potential by contributing to the effective planning, outstanding delivery and implementation of formative and summative assessment in line with the awarding body requirements and the College Learning Framework
2. To develop and deliver best practice in learning, teaching and assessment
3. To keep up-to-date with curriculum initiatives, development of standards and general developmental and professional issues relating to the delivery of learning in your area
4. To assess students' work in accordance with the College and departmental assessment policies and awarding body requirements
5. To assess and record students' progress systematically using the recognised College systems and to use assessment to inform planning of lessons and homework to support students to achieve their academic potential
6. To mark and return work to students in accordance to departmental policies, providing constructive oral and/or written feedback that clearly indicates strategies for improvement and progress against individual targets
7. To actively respond to strengths or areas for development from students' assessment results and to use this information to incorporate strategies to improve student performance and success rates whilst enhancing the learning experience
8. To provide accurate and regular feedback on student progress and outcomes to managers and students and to use this information to continuously improve teaching and learning
9. To monitor and manage student attendance and promote positive behaviour for learning, following college procedures for any unacceptable behaviour
10. To implement quality procedures, contributing to thorough, evaluative programme reviews which feed into the self-assessment process
11. To complete documentation, appropriate records of learner performance and administration associated with role and responsibilities
12. To undergo continuous professional development as appropriate and directed
13. To assist in the implementation of pastoral and welfare systems for students, including induction, recording achievements and action planning
14. To act as a Personal Tutor when required, providing advice and guidance in pastoral and welfare matters to assigned students in line with College procedures
15. To contribute to Open Evenings and other school liaison activities to promote your subject area and enthuse students to come to Wigan and Leigh College

16. To undertake course co-ordination as required

Lecturer B Duties

1. To contribute to the organisation of designated subjects/courses or parts of subjects/courses as required by the Head of Department (course tutor duties).
2. To assist in the communication and implementation of College policies and procedures.
3. To contribute to the Departments Self-Assessment Review and implement the agreed action plan.
4. To attend course/subject/team /College meetings as directed.
5. To contribute to special events when required eg) inspections, prize giving, open events, productions.
6. To interview prospective students as required by the Head of Department.
7. To lead the organisation of complex/significant subjects/courses.
8. To maintain good relationships with relevant professional agencies and with awarding bodies to ensure the relevance of the teaching duties.
9. To participate in curriculum reviews, innovation and change in response to College or external demands.
10. To support the Head of Department to lead and contribute to curriculum innovation, development and implementation.
11. To comply with the requirements of the quality assurance procedures related to the designated subjects/courses and the cross College quality procedures.
12. To produce the course review and evaluation documentation for the courses delivered/responsible for when directed by the Head of Department.
13. To contribute to the marketing activities within the designated subjects/courses e.g. preparation of publicity materials, attendance at Open Evenings and sampling.
14. To assist in the development of the effective subject/vocational links with Partnership schools, employers and other external agencies.
15. To support the admissions process for students as required by the Head of Department.
16. To work with other subject staff to ensure a sharing and effective useage of resources to the benefit of the College and its students.
17. To supervise and mentor staff as required by the Head of Department.
18. To co-ordinate the effective sharing and useage of resources.
19. To support with the induction of new staff in line with College procedures.

Other Responsibilities:

17. To uphold College policies and procedures, promoting those specifically applicable to this area of work, including Equality & Diversity and to work actively to create an ethos that promotes equality, celebrates cultural and academic diversity and ensures the inclusion of students of all abilities, including those with special educational needs
18. To comply with Health & Safety policies and procedures and attend training as requested
19. To comply with the college's own safeguarding policy and practices and attend training as requested
20. To keep up to date, so far as necessary, for the efficient executing of the job, with new legislation, procedures and techniques and attend relevant mandatory training
21. To attend CPD activities at the College and actively contribute to sessions, sharing best practice and openly learning from colleagues outstanding practice
22. To be conversant with and participate in activities and developments at college, regional and national level which are relevant to the post
23. To present and promote an appropriate public image in representing the college

24. To work flexibly as directed by the line manager

25. To travel as required for the role and to work flexibly outside of normal office hours in line with business need

26. To undertake any other duties as may reasonably be required commensurate with the post

Qualifications

- GCSE maths and English grade C qualifications or recognised equivalent to be attained within the probationary period
- Degree or vocational qualification at the appropriate level in a relevant subject
- Possess an appropriate recognised teaching qualification or to obtain within 2 years of the first available course

Knowledge

- Relevant and current subject knowledge
- Knowledge and understanding of excellent teaching, learning and assessment practices and quality assurance

Competencies

- Effective communication skills and able to work flexibly as part of the College team
- ICT competent/e-learning/ILT
- Able to act as a pastoral tutor

January 2017

This job description is current at the above date. In consultation with the post holder it is liable to variation by the College to reflect actual, contemplated or proposed changes in or to the job.

NEW INTO TEACHING



JOIN US ON OUR JOURNEY TO BECOME AN OUTSTANDING COLLEGE.

We will offer you the help and support you need to develop the skills and experience to be an inspirational and effective teacher.

- Reduced class contact for staff new to teaching
- New Staff Community with regular meetings and planned development supported by Professional Tutor and including specific VLE area
- Excellent CPD programme with weekly specified time for all Academic staff
- Opportunities for development and cross college working
- Mentoring/coaching through Professional Tutors and line manager
- No cover or extra-curricular requirements for staff new to teaching for the initial period

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