



JOB DESCRIPTION

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| Title: | Associate Lecturer |
| Grade: | Associate Lecturer |
| Activity: | Regulated |
| Contact Hours: | Variable |
| Responsible to: | Head of Faculty |

Job Purpose

Provide an outstanding student experience through teaching, learning and assessment, enabling students to maximise their potential. Lead aspects of learning and pro-actively engage in quality assurance and provide pastoral support.

Main Responsibilities

1. Provide teaching, learning and assessment.
2. Act as Tutor to groups of students.
3. Lead/co-ordinate learning

1. Teaching, Learning and Assessment:

- 1.1 Participate in the interviewing, enrolment and induction of students.
- 1.2 Provide teaching and learning whether in the classroom or a workshop.
- 1.3 Prepare schemes of work, lesson and assessment plans.
- 1.4 Provide ongoing assessment and feedback to students by setting and marking work both relevant and appropriate with the course.
- 1.5 Provide appropriate academic and/or vocational support to individual students, referring them, where appropriate, to other agencies.

- 1.6 Contribute to the wider enrichment of students.
- 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 setting targets, grades, monitoring and reviewing progress and contributing to reports and references.
- 1.12 Set and monitor Personal Targets and eILPs according to Faculty and College Policy.
- 1.13 Participate in parents' evenings, open evenings, recruitment, trade events, conferences and other marketing events.

2. Tutor

- 2.1 Provide time-tabled and funded, academic, vocational and pastoral support to students.
- 2.2 Provide teaching, learning and tutoring on both a group and one to one basis.
- 2.3 Maintain links with employers, parents, examination boards and take responsibility for the day-to-day needs of the students, including parents evenings and guidance evenings.

3. Programme leadership

- 3.1 Provide inspirational leadership of learning within a subject/programme area.
- 3.2 Contribute in part to the leadership of a programme area within the curriculum offer.
- 3.3 Contribute to the formation and monitoring of programmes of study and to write elements of the curriculum rationale.
- 3.4 Link with, inform and support Associate Lecturers within the programme area.
- 3.5 Contribute proactively to the quality assurance and the quality improvement of the programme, area and faculty self assessment.
- 3.6 Contribute to the development of the subject/programme area, faculty and the College's strategic direction.

4. **Additional Duties**

- 4.1 Promote a teaching, learning and working environment that is free from discrimination and where all students and staff are encouraged to express their individuality.
- 4.2 Be responsible for safeguarding and promoting the welfare of students.
- 4.3 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.
- 4.4 Promote and conduct your professional duties and responsibilities within the parameters of the colleges agreed values and aims.

PERSON SPECIFICATION

Associate Lecturer – Public Services

| | Essential | How Identified * | Desirable | How Identified * |
|--------------------------------------|---|---------------------------------------|---|-------------------------|
| <u>Experience</u> | <ul style="list-style-type: none"> ➤ Teaching Public Services (or related subjects) at Further Education level. ➤ Working in Public Services (or related vocational experience) ➤ Familiar with BTEC specifications and processes ➤ Commitment to outstanding student success | <p>A</p> <p>A</p> <p>A/I</p> <p>A</p> | <ul style="list-style-type: none"> ➤ Experience of lecturing at HE level ➤ Outstanding lecturer | <p>A</p> <p>A/I</p> |
| <u>Skills & Abilities</u> | <ul style="list-style-type: none"> ➤ To teach levels 2 to 4 across a range of Public Services programmes ➤ To motivate and enthuse students | <p>A/I</p> <p>A/I</p> | | |

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| <u>Qualifications</u> | ➤ Educated to degree level in a related area | A | | |
| | ➤ Recognised teaching qualification | A | | |
| <u>Personal Qualities</u> | ➤ Organised and able to work under pressure | A/I | | |
| | ➤ Team player | A/I | | |
| | ➤ Excellent interpersonal skills | A/I | | |
| | ➤ Enthusiastic | A/I | | |
| | ➤ Inspirational | A/I | | |
| | ➤ Resilient | A/I | | |
| | ➤ Good sense of humour | A/I | | |
| <u>Mandatory Requirements</u> | ➤ Commitment to safeguarding and promoting the welfare of children and vulnerable adults in College | I | | |
| | ➤ Commitment to equal opportunities | I | | |

***Key: A = Application Form**

I = Interview