



JOB DESCRIPTION

Title:	Associate Lecturer
Grade:	L1
Activity:	Regulated
Contact Hours:	Annual maximum: 1080 hours, weekly maximum; 30
Responsible to:	Head of Faculty

Job Purpose

Provide an outstanding student experience through teaching, learning and assessment, enabling students to maximise their potential.

Main Responsibilities

1. Provide teaching, learning and assessment.
- 1. Teaching, Learning and Assessment:**
 - 1.1 Participate in the interviewing, enrolment and induction of students.
 - 1.2 Provide teaching and learning whether in a 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 and support students pastoral needs.
 - 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 the writing of reports and references.
- 1.12 Set and monitor Personal Targets and eLPs according to Faculty and College Policy.
- 1.13 Participate in open evenings, recruitment, trade events, conferences and other marketing events.

2. Additional Duties

- 2.1 Promote a teaching, learning and working environment that is free from discrimination and where all students and staff are encouraged to express their individuality.
- 2.2 Be responsible for safeguarding and promoting the welfare of students.
- 2.2 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.
- 2.3 Promote and conduct your professional duties and responsibilities within the parameters of the College's agreed values and aims.

PERSON SPECIFICATION - ASSOCIATE LECTURER

	Essential	How Identified*	Desirable	How Identified*
<u>Experience</u>	Experience of teaching in Further Education.	A		
<u>Skills & Abilities</u>	<p>Excellent verbal and written communication skills.</p> <p>Planning, organisation and time management skills.</p> <p>Ability to motivate and inspire learners.</p> <p>Ability to work to deadlines.</p> <p>Administrative and record keeping skills.</p>	<p>A/I</p> <p>I</p> <p>I</p> <p>I</p> <p>I</p>	Demonstrable IT competency.	A/I
<u>Qualifications</u>	Teaching qualification or willingness to work towards one.	A	Professional or academic qualification appropriate to subject area.	A

<u>Personal Qualities</u>	Flexible approach to working arrangements.	I	Willingness to undertake further training if necessary.	I
	Essential	How Identified*	Desirable	How Identified*
<u>Mandatory Requirements</u>	Commitment to safeguarding and promoting the welfare of children and vulnerable adults in College Commitment to equal opportunities	I I		

*Key: A = Application Form

I = Interview