

Associate Lecturer – French

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

Key role objectives

- To prepare, plan for and teach agreed classes
- To carry out the associated assessment of those students
- To perform class administration as required

Teaching, Learning and Assessment:

1. To provide effective teaching and learning.
2. To undertake formal scheduled teaching duties.
3. To provide subject and course support to learners.
4. Prepare schemes of work, lesson and assessment plans.
5. To attend relevant team meetings/ staff development events
6. To set and mark learners' work as appropriate (including assignments/assessments/examination papers if applicable)
7. To complete learners' Individual Learning Plans and reviews, and collect learner feedback
8. To complete course and learner administration associated with your teaching responsibilities, including reports and registers.

Additional Duties

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. Be responsible for safeguarding and promoting the welfare of students.
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. Promote and conduct your professional duties and responsibilities within the parameters of the colleges agreed values and aims.

Mandatory Duties

1. Responsibility for safeguarding and promoting the welfare of children and vulnerable adults in College.
2. 2. Commitment to Equal Opportunities.



Person Specification

Associate Lecturer – French

Criteria		How Evaluated	
		Application	Interview
Experience	Essential: - Successful experience of language teaching	✓	
	Desirable: - Experience in the Further Education sector/ adult education	✓	
Skills & Abilities	Essential: - Excellent verbal and written communication skills. - Planning, organisation and time management skills. - Ability to motivate and inspire learners - Ability to work to deadlines. - Administrative and record keeping skills	✓	✓ ✓ ✓ ✓
	Desirable: - Demonstrable IT competency	✓	✓
Qualifications	Essential: - Teaching qualification or willingness to work towards one	✓	
	Desirable: Professional or academic qualification in the subject area/ demonstrable fluency in the language	✓	
Personal Qualities	Essential: - Flexible approach to working arrangements		✓
	Desirable: - Willingness to undertake further training if necessary		✓

Mandatory requirements	Essential:		
	<ul style="list-style-type: none"> - Commitment to safeguarding and promoting the welfare of children and vulnerable adults in College 		✓
	<ul style="list-style-type: none"> - Commitment to equal opportunities 		✓



Exeter College Values

At Exeter College we are committed to being an exceptional College. Therefore all employees will be expected to demonstrate our Exeter College Values.

VISION

To be an exceptional college.

MISSION

To shape the future of education by delivering excellence in all aspects of our work, in order to realise the ambitions of our learners, city and region.

