

## Lecturer B

<b>Title:</b>	Lecturer
<b>Grade:</b>	Lecturer B
<b>Activity:</b>	Regulated
<b>Contact Hours:</b>	Annual maximum: 865-1080 hours, weekly maximum; 30
<b>Responsible to:</b>	Head of Faculty

### Key role objectives

To provide an outstanding learner experience through teaching, training, reviewing and assessing learners, enabling timely achievement.

- Provide teaching, learning and assessment.

### 1. Teaching, Learning and Assessment

- 1.1 Participate in the interviewing, enrolment/activation and induction of learners.
- 1.2 Provide teaching and learning whether in a classroom, a workshop, an employers location or other work environment.
- 1.3 Prepare schemes of work, lesson assessment & IV plans.
- 1.4 Provide ongoing assessment and feedback to learners by setting and marking work both relevant and appropriate to the course, including in the workplace where required.
- 1.5 Provide appropriate academic and/or vocational support to individual learners, referring them, where appropriate, to other agencies.
- 1.6 Contribute to the wider enrichment of learners 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 eILPs according to Faculty and College Policy.
- 1.13 To track the progression of learners, including work place reviews, to ensure timely achievement.
- 1.14 Provide specialist advice to learners and organisations regarding vocational and work based qualifications, delivery and progression options.
- 1.15 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 learners.
- 2.3 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.
- 2.4 Promote and conduct your professional duties and responsibilities within the parameters of the College's agreed values and aims.

# Person Specification

## Lecturer B



Criteria		How Evaluated	
		Application	Interview
Experience	<b>Essential:</b> <ul style="list-style-type: none"> <li>- Recent experience working within the IT, financial, management or administration industry</li> <li>- Working within a team</li> <li>- Using own initiative</li> <li>- Teaching or training young people and adults</li> </ul>	✓  ✓ ✓ ✓	✓  ✓ ✓ ✓
	<b>Desirable:</b> <ul style="list-style-type: none"> <li>- Experience delivering bespoke courses to a range of partners</li> <li>- Involvement in developing training solutions</li> <li>- Achieving targets</li> </ul>	✓	✓  ✓ ✓
Skills & Abilities	<b>Essential:</b> <ul style="list-style-type: none"> <li>- Ability to inspire young people &amp; adults</li> <li>- Good communication skills (at all levels)</li> <li>- IT literate – use of Microsoft Office (Word, Excel, Access, Powerpoint)</li> <li>- Driving Licence held for a minimum of 2 years with 6 points or less.</li> </ul>	✓  ✓ ✓	✓  ✓ 
	<b>Desirable:</b> <ul style="list-style-type: none"> <li>- Attention to detail</li> </ul>		✓
Qualifications	<b>Essential:</b> <ul style="list-style-type: none"> <li>- Assessors award</li> <li>- PTLLS (Preparing to teach) Qualification</li> <li>- GCSE Maths &amp; English Grade C or equivalent</li> <li>- Recognised vocational qualification at level 3 or above in IT, Business, finance or admin</li> </ul>	✓ ✓  ✓	  ✓

	<b>Desirable:</b> <ul style="list-style-type: none"> <li>- Teaching qualification (CTLLS / Cert Ed / PGCE)</li> <li>- Verifiers Award</li> </ul>	✓	
<b>Personal Qualities</b>	<b>Essential:</b> <ul style="list-style-type: none"> <li>- Enthusiasm, energy and drive</li> <li>- Excellent time management</li> </ul>	✓	✓
	<b>Desirable:</b> <ul style="list-style-type: none"> <li>- Passion for teaching and assessment and learning in the lifelong sector</li> <li>- Good sense of humour</li> </ul>	✓	✓
<b>Mandatory requirements</b>	<b>Essential:</b> <ul style="list-style-type: none"> <li>- Commitment to safeguarding and promoting the welfare of children and vulnerable adults in College</li> <li>- Commitment to equal opportunities</li> </ul>		✓
			✓



# 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.

