
TITLE: Lecturer in Early Years

GRADE: THC Lecturer Grade

RESPONSIBLE TO: Senior Curriculum Manager

PURPOSE OF JOB:

- To teach and assess learning on a range of courses, which include 14-19 and adult learners. Courses range from entry level to level 3, including college based qualifications and workforce development.
- To work effectively as a member of the team, liaising with Senior Curriculum Manager and all colleagues in the College.
- To take an active role in own professional development in relation to all aspects of the role.

MAIN TASKS AND RESPONSIBILITIES:

1. In common with all other staff:

- 1.1 To support the College's mission, vision, values and strategic objectives;
- 1.2 To implement the College's equal opportunities policies and to work actively to overcome discrimination on grounds of race, sex, disability, sexuality, age or status in the College's services;
- 1.3 To take responsibility for one's own professional development and participate in relevant internal and external activities;
- 1.4 To implement the College's health and safety policies and practices;

2. In common with all other Lecturing staff:

- 2.1 To teach on a range of courses at community or main College sites.
- 2.2 To be a personal tutor/course co-ordinator for a designated group of students within a range of courses.
- 2.3 To be involved in all processes and College procedures related to the selection, interviewing, admissions, enrolment, induction and tracking of students.

- 2.4 To develop the curriculum in line with national requirements, local community needs, and the needs of employment.
- 2.5 To develop student-centred teaching and learning strategies, which contribute to, increased retention, achievement and progression.
- 2.6 To prepare and monitor appropriate syllabuses, schemes of work and learning outcomes.
- 2.7 To act as a leader/member of appropriate teams and to liaise with colleagues in the design, delivery and evaluation of all aspects of the course.
- 2.8 To provide regular feedback to students as identified in the College Charter, and to give group and individual tutorial support to enable them to achieve maximum benefit from their course or programme.
- 2.9 To observe procedures for student monitoring, discipline and complaints in accordance with the College Charter.
- 2.10 To liaise with employers and other agencies with respect of student placement supervision, course and assignment design, career and higher education opportunities.
- 2.11 To attend external courses and conferences as relevant to the work of the Programme.
- 2.12 To compile and maintain course records.
- 2.13 To contribute to the College's annual assessment and review process, including comprehensive review and evaluation of the area of work for which s/he is responsible.
- 2.14 To follow all processes relating to qualifications and examinations, including registration and submissions to validating bodies, liaison with the College Exams Officer, moderators and external verifiers in accordance with College policy.

3. Particular to the Post:

- 3.1 To maintain high standards of teaching in Early Years at all levels.
- 3.2 To manage effective communication with employers/managers of learners on workforce development programmes.
- 3.3 To be responsible for the day-to-day running of specified courses, including the calling of regular team meetings, drawing up agenda and distributing minutes and keeping the Course Record File.
- 3.4 To prepare materials and records for internal and external moderators and verifiers as required.
- 3.5 To maintain records on student assessment, progress and discipline as required.
- 3.6 To be responsible for the review and evaluation of the course with team members.

- 3.7 To take an active role in the development of the curriculum of this course and other courses.
- 3.8 To contribute to cross-college policies and development as required.
- 3.9 To develop and implement an induction and tutorial programme for tutor group/s in collaboration with the Vocational Area.

4. Person Specification:

- 4.1 Experience of teaching and/or training in the field of Early Years and working within the framework of an awarding body.
- 4.2 Ability to prepare innovative learning materials.
- 4.3 A knowledge and good understanding of current thinking and practice in the field of Early Years and evidence of the ability to teach this effectively.
- 4.4 An awareness of the pastoral and academic needs of students from a variety of backgrounds and the ability to respond to those needs positively and sensitively as a course and personal tutor.
- 4.5 Evidence of working as a member of a team and evidence of the ability to work effectively with colleagues.
- 4.6 Willingness to contribute to the development of new courses and in-service training.
- 4.7 Experience of placing students into the work environment and monitoring and assessing the students
- 4.8 Sound practical experience in the Early Years sector education field.
- 4.9 An understanding of and commitment to anti-discrimination and anti-bias policies and practical ideas for the implementation of them in this post.
- 4.10 Possession of a teaching qualification or demonstrate willingness to obtain one.
- 4.11 Qualification relating to Early Years.
- 4.12 Assessor award (Desirable).
- 4.13 Verifier award (Desirable).

Additional Information:

Working Arrangements

This job description will be reviewed annually to ensure that it is an active description of the responsibilities and duties of the individual post holder and that these responsibilities and duties consistently match the needs of the College.

