

**Job Description**

**Lecturer in Sport (0.5 FTE)**

**Fixed term contract until 06 July 2018**

**Health, Sport & Salon Services**

**The role**

the post holder will be responsible for the delivery and development of the curriculum with particular responsibility for a mixed age range group of students:

1 Teaches for up to 12 hours a week on average as a FE lecturer

2 Assesses students’ work as required by examining/awarding bodies

3 Undertakes a role in the development of the curriculum in Sports and Fitness

4 Acts as personal tutor and course leader

5 Undertakes any other duties that may be reasonably required by head of learning programme

**Responsible to:** Curriculum Manager – Sport

**Main Purposes and Responsibilities**

1. **Teaches for up to 12 hours per week as a FE Lecturer**
	1. Prepares learning materials for use in the classroom, in practical and in open learning sessions
	2. Uses a range of teaching and learning strategies appropriate to the needs of the students
	3. Plans and updates Plans for Learning and Lesson Plans
2. **Assesses students’ work as required by examining/awarding bodies**
	1. Prepares and structures assessments as required by exam/awarding bodies
	2. Uses a range of assessment methods in line with awarding body requirement and appropriate to the needs of the students on the programme
	3. Provides detailed feedback to students on assessment decisions
	4. Maintains accurate record of assessment decisions
	5. Undertakes IV role for a cluster of courses
3. **Undertakes a lead role in the development of curriculum for Health and Social Care**
	1. Regularly reviews and adapts teaching materials in response to both internal and external factors e.g. student feedback, changes in awarding body requirements
	2. Takes part in the annual review and evaluation of curriculum content and delivery in line with the college’s quality systems
	3. Advises the CM on the updating of curriculum content and delivery
4. **Acts as course leader**
	1. Advises the CM on the planning of course delivery and timetabling
	2. Contributes on the self-assessment review process
	3. Develops contact with employers, schools, HE institutions as appropriate
	4. Works with the center administrative staff to ensure accurate information on student enrolment, attendance, retention and achievement
5. **Act as personal tutor**
	1. Organises and undertakes individual and group tutorial sessions
	2. Implements the college’s Attendance Framework
	3. Refers students to appropriate college and external sources of support and guidance
	4. Maintains contact with parents/guardians or employers as appropriate
	5. Participates in the enrolment of students

**General Duties**

The post holder will assist with or undertake the following:

* To keep up-to-date with QA initiatives and to develop and meet service standards for the area of work.
* To participate in the Professional Development Programme and undertake training as required including all relevant areas of technology.
* To propose any ideas which may help to promote and extend the Group's reputation and efficient running of the Group.
* To work safely, consider the safety of others and work within the guidelines stated in the Group Health and Safety Policy
* To be available to assist in enrolment and other procedures, which may require occasional evening and weekend work.
* Undertake other duties as may be required by the Group Leadership Team or their representatives, in order to ensure the efficient functioning of the Group.

As a list of general duties, the above is not exhaustive. The work of the Group as a whole is expected to develop and the holder of the post will be required to work flexibly with colleagues to facilitate this development.

**Additional Information**

This Job Description / Specification is subject to periodic review.

Salary scale: £21,210 to £38,299 p.a. inc. London Full Time Equivalent

**Person Specification**

**Lecturer in Sport**

**Person Specification, Experience and Qualifications**

| **Personal Skills Characteristics** | **Essential** | **Desirable** | **Method of Assessment** |
| --- | --- | --- | --- |
| * Successful recent experience of teaching 16-18 year old and 19+ learners on Health & Social Care programmes
 | ✓ |  | A/I |
| * Successful record of tutoring, supporting, target setting, monitoring and reviewing learner progress 16-18 & 19+ learners
 | ✓ |  | A/I |
| * Recent experience of delivering BTEC programmes at level 3-5
 | ✓ |  | A/I |
| * Educated to degree level or level 5 professional qualifications in Sport Science or related industry
* Teaching Qualification
 | ✓ | ✓ | AA |
| * Educated to GCSE/ level 2 or equivalent with grades A\*-C in English and Mathematics (or to achieve BKSB equivalent within six weeks of appointment)
 | ✓ |  | A/I |
| * Working knowledge of the sport curriculum and in particular of BTEC, NVQ and CYQ.
 | ✓ |  | A/I |
| * High level of computer literacy
 | ✓ |  | A |
| * Able to work under pressure and to strict deadlines
 | ✓ |  | I |
| * Able to use initiative, organise and prioritise
 | ✓ |  | I |
| * Able to identify and implement improvements in existing systems
 | ✓ |  | A/I |
| * Able to communicate effectively at all levels
 | ✓ |  | I |
| * Able to produce and present reports to a variety of audiences
 | ✓ |  | A |
| * Commitment to establishing and maintaining good working relations with colleagues and students
 | ✓ |  | I/R |
| * Evidence of commitment to the safeguarding and promotion of the welfare of children and vulnerable adults
 | ✓ |  | A/I/R |
| * Commitment to the provision of a quality service and the implementation of quality improvements
 | ✓ |  | I/R |
| * Commitment to valuing diversity
 | ✓ |  | I/R |
| * Acceptable Professional Appearance
 | ✓ |  | I/R |
| * Able to work flexibly throughout the week/over the year by prior agreement
 | ✓ |  | I |