



CITY AND ISLINGTON  
COLLEGE

JOB REF NO: R00815

CITY AND ISLINGTON COLLEGE

## JOB DESCRIPTION

**Title of Post:** Lecturer in Policing

**Responsible to:** Chris Simons

**Salary:** £27,472.00 per annum to £39,138.00 per annum

**Closing Date:** 20<sup>th</sup> July 2018

**Centre:** Centre for Applied Sciences

## JOB PURPOSE

To provide high quality teaching, to create effective opportunities for learning and to enable all learners to achieve to the best of their ability.

## MAIN DUTIES

### ***Assessing Learners' Needs***

Assess learners' previous learning experiences and achievements in relation to the identified learning programme. Undertake initial assessments and identify any special learning or support Needs

### ***Planning and Preparing Teaching and Learning Programmes***

Identify learning outcomes and prepare Schemes of Work and Lesson Plans for relevant programmes in line with awarding body requirements. Ensure that literacy and numeracy / essential skills are integrated into the learning programme as required. Employ a range of learning methods to meet student needs.

### ***Managing the Learning Process***

Establish and maintain a safe and effective learning environment. Develop and use a range of teaching and learning techniques to encourage individual learning and facilitate learning through experience and application. Produce and use appropriate learning materials using information learning technology where possible. Identify and address poor motivation and challenge inappropriate behavior. Set challenging tasks and agree individual goals and targets with learners as appropriate. Structure sessions appropriately to provide pace and maintain interest. Maintain and encourage effective communication with and between all learners, using appropriate technology where relevant. Maintain effective working relationships within programme teams. Comply with college management information systems and ensure that colleagues are given all necessary information at the correct time in the agreed organisational format.

Contribute to all relevant college quality assurance systems and awarding body quality assurance requirements. Participate in self-assessment processes including the evaluation of modules and courses

***Providing learners with support***

Ensure that learners are aware of and have access to appropriate support and guidance services. Maintain tutorial systems in line with college guidelines.

***Assessing the outcomes of learning and learners' achievements***

Plan appropriate assessment strategies for learning programmes in line with awarding body requirements and communicate these to students. Use a range of appropriate assessment methods to conduct fair and reliable assessments. Ensure that learners are provided with clear and constructive written and oral feedback within an appropriate timescale, including feedback on English and mathematics where appropriate. Maintain assessment records and provide information to relevant stakeholders e.g. colleagues, parents, employers, awarding bodies.

***Reflecting upon and evaluating one's own performance and planning future practice***

Evaluate your own practice in relation to learners' and programme needs. Use feedback from quality assurance systems to improve your own practice. Keep up to date with current development within your own specialist field. Participate in the college Performance Review system in order to evaluate own performance and identify development needs. Engage in relevant continuous professional development

***General Responsibilities & Expectations***

Ensure that the College policy for equality and diversity of opportunity is adhered to and promoted in all aspects of the post holder's work. Ensure effective quality control and continuous improvement in all aspects of the work and responsibilities attached to this post, in keeping with the College's quality assurance procedures and systems. Undertake responsibilities for safeguarding and protecting the welfare of children and vulnerable adults To comply with and promote College Health and Medical Safety policies and procedures and to undertake recommended Health & Medical Safety training as and when necessary Be committed to professional self-development, through participation in in-service training as necessary for the successful carrying out of the job. Undertake any other relevant duties appropriate to your role and position which may be required by the line manager, Director or the Chief Executive.

Newly appointed staff without a Level 2 English and Maths qualification will be supported with in-service training to develop their professional skills to enable them to confidently develop the English and Maths skills of their students.

N.B. This job description is designed to outline a range of main duties that may be encountered. It is not designed to be an exhaustive listing of tasks and can be varied in consultation with the post holder in order to reflect changes in the job or the organisation.

## **PERSON SPECIFICATION**

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### **Essential Requirements:**

1. Degree or equivalent qualification in a related area. Extensive vocational experience will be considered in lieu of a degree
2. Experience of working as a police officer – this post holder will be required to provide input on the FdSc Policing programme
3. Teaching qualification or willingness to gain within 4 years of appointment and experience of teaching in a related area.
4. Ability to use IT systems and applications.
5. Empathy with diverse learners and commitment to equal opportunities.
6. Good organisation, interpersonal and communication skills.
7. Flexibility and team working skills

### **DESIRABLE REQUIREMENTS:**

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1. Experience of working within an FE/HE environment.
2. Knowledge and experience of the use of learning technology.
3. A higher degree in a relevant area.

## **Person Specification**

### **Qualifications and Experience**

QE1: Degree or equivalent qualification in a related area. Extensive vocational experience will be considered in lieu of a degree

QE2: Experience of training of police officers

QE3: Experience of working as a police officer

### **Knowledge and Understanding**

KU1: Understand how to support students effectively in all aspects of their learning as a subject teacher

KU3: An understanding of and commitment to the College's Equal Opportunities policies and a willingness to promote equality of opportunity in all aspects of the work

KU4: Understand the requirements of course syllabus / course specifications and quality assurance processes

### **Skills and Abilities**

SA1: Ability to teach Foundation Degree in Policing and possess the requisite currency and in depth knowledge of Policing.

SA2: Ability to act as a course manager and tutor and to lead a course team

SA3: Be able to liaise effectively with police forces, universities, awarding bodies and their representatives.

SA4: Ability to produce high quality course documentation and maintain student records, including individual assessment records

SA5: IT literate, including the ability to use virtual learning environments such as Moodle, and Excel.

SA6: Ability to produce and mark high quality assessments, according to the specifications of the awarding bodies

SA6: Ability to react positively to the changing curriculum and help to manage, develop and coordinate new and existing courses

SA7: Be able to support students in all aspects of their learning as a course tutor and subject teacher.