

## JOB DESCRIPTION

### JOB IDENTIFICATION

<b>Job Title:</b>	<b>Lecturer in Science</b>
<b>Responsible To:</b>	<b>Head of Section</b>
<b>Department:</b>	<b>Applied Science</b>
<b>Salary Grade:</b>	<b>Qualified Lecturer</b>

### JOB ROLE

**To be responsible for teaching, learning and assessment within the Department**  
**To undertake a teaching load, which is in line with agreed contract**  
**To contribute to the process of continuous improvement in the quality of teaching and learning.**  
**To work towards successful outcomes for students and a positive overall experience at Sandwell College.**  
**The post may involve working with external agencies, college partners, local businesses and employers to contribute to meeting the diverse needs of learners.**

### KEY DUTIES

<b>No</b>	<b>Description of Duties</b>
<b>1</b>	Use Information Learning Technology (ILT) in the development of learning materials and use multimedia learning resources in the delivery of the learning experience and support developments based on the virtual learning environment
<b>2</b>	Support the expansion and development of the provision
<b>3</b>	Assist in the development of effective support systems for students
<b>4</b>	Deliver specific programmes in line with the college prospectus
<b>5</b>	Participate in curriculum development and planning; producing schemes of work and session plans
<b>6</b>	Maintain appropriate records for both academic and administrative purposes
<b>7</b>	Carry out general academic duties in accordance with the general policy framework of the college
<b>8</b>	Assume joint responsibility within course teams for the quality of course delivery
<b>9</b>	Undertake appropriate in-service training when required to do so

<b>10</b>	Ensure effective communication takes place with management, staff, students, customers and clients
<b>11</b>	Ensure a high level of confidentiality at all times
<b>12</b>	Support fully at all times the colleges aim and objectives
<b>13</b>	Have an agreed teaching load to teach groups of students in one or more of the core programme areas
<b>14</b>	Identify and develop materials suitable for support purposes

## Standard Clauses - all Job Descriptions

- To comply with the College's policies and procedures
- To comply with Cadbury College's safety policy and other safety procedures and guidelines are deemed part of the job description. Employees must look after their own Health & Safety and welfare and be mindful of other persons who may be affected by their acts.

## PERSON SPECIFICATION

**Job Title: Lecturer in Science**

Candidates will be assessed for shortlist and interviewed against the following criteria.

Shortlisting Criteria		Essential	Desirable
<b>1. Qualifications</b>			
1.1	Hold degree in relevant subject and/or professional qualification relevant to the department	X	
1.2	A Certificate in Education, or Level 5 Teaching Qualification	X	
<b>2. Experience</b>			
2.1	Experience of excellent teaching and learning practice	X	
2.2	Experience of innovative curriculum development in response to learner needs		X
2.3	Experience of delivering BTEC qualifications	X	
2.4	Knowledge of key skills		X
2.5	Experience of internal verification		X
2.6	Experience teaching HE (Level 4&5)		X
2.7	Experience with teaching a Science Programme		X
<b>3. Skills/Abilities</b>			
3.1	Be able to work as part of a team	X	
3.2	Be able to present information to learners and colleagues using ILT	X	
3.3	Good organisational and administrative skills	X	
3.4	Ability to work under pressure	X	
3.5	Ability to inspire a motivate students	X	
3.6	Ability to teach using diverse methods and adapt to needs of particular student groups	X	
3.7	Have knowledge of success rate and links to inspection and funding		X
<b>4. Qualities</b>			
4.1	Willingness to work within a team to implement college strategic policy	X	
4.2	Genuine understanding of and commitment to Equal Opportunities in practice, and sensitivity to students, staff and client needs	X	
4.3	Prepared to actively participate in new developments	X	
4.4	Willingness to work flexibly	X	

Shortlisting Criteria		Essential	Desirable
<b>5.</b>	<b>Other Requirements</b>		
5.1	Willingness to assist with evening duties, including open evenings, interviews, and enrolment events	X	
5.2	Ability to work between multiple sites at short notice	X	
5.3	Willingness to work flexibly	X	
5.4	High levels of personal integrity and ability to maintain a high level of confidentiality as required, applying discretion and judgement	X	
5.5	Act as an ambassador for the College	X	
5.6	Proven confidence in dealing politely and helpfully with a wide variety of people, both internally and externally	X	
5.7	Resilient and calm in pressurised situations	X	
5.8	The ability to build and maintain effective relationships	X	