

Job Description

Title:	Associate Lecturer – Sociology
Grade:	Associate Lecturer
Activity:	Regulated
Contact Hours:	Variable
Responsible to:	Head of Faculty

Key role objectives

Provide an outstanding student experience through teaching, learning and assessment, enabling students to maximise their potential.

1. Teaching, Learning and Assessment:

- 1.1 Participate in the interviewing, enrolment and induction of students.
- 1.2 Provide teaching and learning whether in the classroom or a workshop.
- 1.3 Prepare schemes of work, lesson and assessment plans.
- 1.4 Provide ongoing assessment and feedback to students by setting and marking work both relevant and appropriate with the course.
- 1.5 Provide appropriate academic and/or vocational support to individual students, referring them, where appropriate, to other agencies.
- 1.6 Contribute to the wider enrichment of students.
- 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 setting targets, grades, monitoring and reviewing progress and contributing to reports and references.
- 1.12 Set and monitor Personal Targets and eILPs according to Faculty and College Policy.
- 1.13 Participate in parents' evenings, 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 students.
- 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 colleges agreed values and aims.

Reviewed: June 2019

Person Specification

Associate Lecturer – Sociology



Criteria		How Evaluated	
		Application	Interview
Experience	Essential:		
	<ul style="list-style-type: none"> - Teaching experience & familiarity with A levels, particularly Sociology. 	✓	✓
	Desirable:		
	<ul style="list-style-type: none"> - Relevant teaching experience ideally in an FE environment - Familiarity with the New A-level specifications in Sociology. 	✓ ✓	✓ ✓
Skills & Abilities	Essential:		
	<ul style="list-style-type: none"> - Excellent verbal and written communication skills - Excellent time management skills - Ability to prioritise work and meet deadlines - Organisation and scheduling skills - Ability to motivate and inspire learners. 	✓ ✓ ✓ ✓ ✓	✓ ✓ ✓ ✓ ✓
	Desirable:		
	<ul style="list-style-type: none"> - Demonstrable IT competency. 	✓	✓

Qualifications	Essential: <ul style="list-style-type: none"> - A specialist degree or related qualifications & experience - Teaching qualification 	✓ ✓	
Personal Qualities	Essential: <ul style="list-style-type: none"> - Mature and systematic approach - Willing to share good practice - Ability to work in a team and on own initiative with limited supervision - Organised and able to work under pressure - Excellent interpersonal skills - Willingness to undertake further training if necessary 	✓	✓ ✓ ✓ ✓ ✓ ✓
Mandatory requirements	Essential: <ul style="list-style-type: none"> - Commitment to safeguarding and promoting the welfare of children and vulnerable adults in College - Commitment to equal opportunities 		✓ ✓

Reviewed: June 2019

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.

