

JOB DESCRIPTION

Post	Lecturer in Health and Social Care (0.5 FTE)		
Salary	Unqualified:	£23,712 - £25,137 (to be calculated pro rata)	
	Qualified:	£25,884 - £30,000 (to be calculated pro rata)	
Hours	18.5 hours per week, Wednesdays, Thursdays and Friday mornings, all year round, 0.5FTE		
Contract	Permeant		
Holiday	37 days per annum (to be calculated pro rata). In addition, you are entitled to 8 Bank/statutory holidays and 3 concessionary days to be taken on specified days over the Christmas/New Year period to coincide with the closure of the College.		
Pension	The post holder will be eligible to join the Teachers' Pension Scheme.		
Department	Early Years, Health and Social Care		
Reporting to	Head of Department – Caring Professions		

Overall Purpose

To contribute effectively to the successful learning experiences of students in the College through effective teaching that meets or exceeds College standards and results in high levels of student retention and achievement. To demonstrate a commitment to meeting the Professional Teaching Standards in support of the learner journey. To teach and assess on a range of Health and Social Care courses from Level 1 to 4 (HND) and possibly other related programmes. This role may include course co-ordination.

Accountabilities

- Undertake teaching activities in the curriculum area, ensuring high quality of provision, in response to learners' needs and in line with Professional Teaching Standards.
- Be responsible to the Learning and Standards Manager – Caring Professions for an agreed teaching programme in Health and Social Care and other related areas determined within the prevailing conditions of service.
- Teach Health and Social Care programmes but may be required to teach on any other course offered by the College for which the post holder is appropriately qualified.
- Work collaboratively and innovatively with managers and colleagues to design, develop, manage and review programmes in the curriculum area.
- Develop course materials, schemes of work, group profiles etc. as required and make these available prior to course starting dates and are made available through the colleges shared information systems.
- Deliver academic tutorials to provide students with feedback on progress and formative guidance on how to improve performance to assure success.
- Ensure all Health and Safety procedures are followed and assist in the maintenance of high standards of Health and Safety throughout the department and College.

- Contribute fully to the co-ordination, development, promotion and delivery of the range of courses offered by the College as required and will promote, manage and develop appropriate short courses as led by market forces or local/national needs.
- Participate in the promotion of courses including marketing events, dealing with course enquiries and recruitment to courses, etc. in compliance with College policies.
- Work experience is an integral part of many courses and the post holder will be expected to assist in finding and monitoring work experience placements and in liaising with employers and the College to provide quality links.
- Assist in ensuring that expected standards of students' behaviour are adhered to.
- Participate in/arrange approved student visits, trips etc as and when required in accordance with College procedures.
- Attend staff meetings, meetings with moderators/verifiers, parents' evenings, industry updating/staff development and training events etc. as required by the Learning and Standards Manager – Caring Professions.
- Maintain records of work and student attendance, progress and assessment in accordance with approved procedures and will provide reports as requested by other Course Co-ordinators, Learning and Standards Managers, Directors of Learning, Vice Principal, Curriculum Strategy and Learning Improvement and the Principal.
- Undertake assessment and internal verification activities in accordance with the requirements of the relevant qualifications awarding bodies and the College's internal quality assurance procedures.
- Ensure Information Learning Technology (ILT) is a driving force to create an efficient and effective working and learning environment.
- Embed within all learning activities the opportunity to improve students English and Maths.
- Regularly evaluate course inputs through course teams, staff development and student feedback.
- In accordance with the College's quality procedures, implement and monitor the self-assessment process and ensure continuous quality improvement of standards of performance in teaching and learning.
- Adhere to College procedures in relation to all income and expenditure.

Further Notes

The job purpose and key task statement above are indicative and not exclusive. Given the evolving status of the College, the need for flexibility amongst its employees is considered important.

The College requires all unqualified new entrants to the Further Education teaching profession to obtain an appropriate qualification within an agreed period.

New College Stamford expects all our academic staff to adhere to the College's Code of Professional Practice (adopted from the former IfL's code of Practice) and to aspire to meeting the Teaching Professional Standards.

Lecturers are expected to complete 30 hours per year of Continuous Professional Development (CPD) activities.

Corporate Responsibilities

Contribute to the development of the Strategic Framework and to the achievement of the objectives and values contained therein.

Perform duties to a high standard and to ensure that quality assurance and improvement processes are implemented successfully across the College, particularly those relating to own role.

Participate in and make an appropriate contribution to the College's planning and review processes.

The postholder will be required to encompass the use of Information and Learning Technology (ILT) as appropriate to his/her level of responsibility.

Assist with College enrolment/open evenings as required (which will entail occasional attendance outside normal College hours for which time off in lieu will be agreed).

Comply with, and implement as appropriate, all College policies and procedures with particular reference to Equal Opportunities, Safeguarding, Quality and Health and Safety.

Commit to and uphold, the College's Environmental Policies and aspirations for sustainable learning provision.

Undertake continuing professional development as appropriate. Take a full part in the College staff development programme including the appraisal process.

The College operates a **NO SMOKING** policy.

Terms and Conditions

Probation New appointees to the College are subject to a 10 months' probationary period.

Disclosure: New College Stamford is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all staff and volunteers to share this commitment. An Enhanced Disclosure and Barring Service (DBS) check will be requested in the event of a successful application. **New College Stamford is a 'Specified Place'.**

Notes for Disabled Applicants

There is good access to most areas of the College. Manual dexterity for use of a keyboard is essential. Reasonable adaptations will be considered. Ability to travel to external events is essential.

Please note

This job description reflects the principal accountabilities of the post and identifies the level of responsibility at which the postholder will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out after consultation with the postholder.

Safeguarding

In addition to the applicant's ability to perform the duties of the post, if shortlisted, the interview will also explore issues relating to safeguarding and promoting the welfare of children including:

- Motivation to work with children and young people
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people
- Emotional resilience in working with challenging behaviours
- Attitudes to use of authority and maintaining discipline

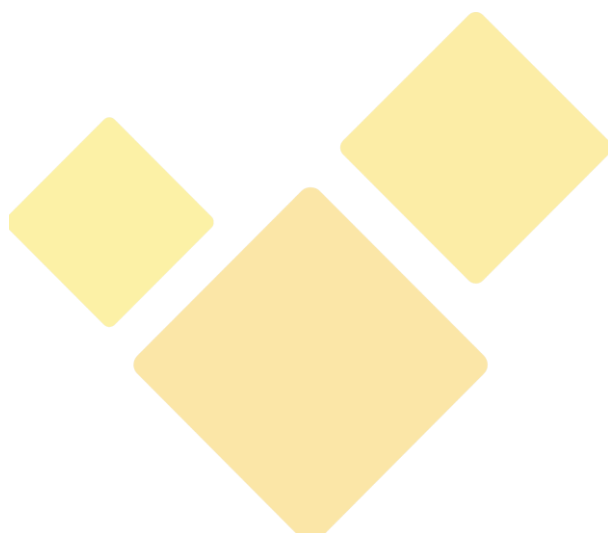
In addition, any relevant issues arising from references will be taken up at interview.

Application Process

Applicants should complete the College's online application form.

Closing Date: Sunday 23 April 2017

Interview Date: TBC



Person Specification

Post: Lecturer in Health and Social Care (0.5 FTE)

SELECTION CRITERIA	ESSENTIAL (E) DESIRABLE (D)	METHOD OF ASSESSMENT*
Qualifications:		
Qualified to Degree level in relevant subject	D	A/C
Level 3 qualification in relevant subject	E	A/C
To be a qualified teacher (or willing to work towards achieving within an agreed timeframe**)	E	A/C/I
Minimum of Level 2 Literacy and Numeracy	E	A/C/I
Qualification in IT (or demonstrable working knowledge)	E	A/C
Experience:		
Comprehensive, recent experience of working in a Health and Social Care environment	E	A/I
Experience of delivering lessons at a standard of 'Good' or above	E	A/I/T
Working successfully and influentially as part of a team	E	A/I
Working in Further Education	D	A/I
Course co-ordination	D	A/I
Experience of the Apprenticeship framework within the relevant subject	D	A/I
Industry engagement	D	A/I
Teaching Anatomy and Physiology	D	A/I
Knowledge:		
In-depth knowledge of the subject specialism, in order to teach on Level 1, 2, 3 or 4 Health and Social Care qualifications	E	A/I
Excellent subject or vocational knowledge and understanding	E	A/I
Knowledge/experience of embedding Maths and English into curriculum delivery	D	A/I
Skills:		
Be creative and innovative in selecting and adapting strategies to help learners to learn	E	I/T
Ability to inspire, motivate and raise aspirations of learners through your enthusiasm and knowledge	E	I/T
To manage and promote positive learner behaviour	E	I/T
Ability to demonstrate the use of ILT within a Teaching and Learning environment	E	I/T
Confidence to work and support young people of mixed ability	E	I/T
Excellent oral and written communication skills and the ability to communicate effectively with all learners	E	A/I/T
Good time management	E	A/I
Other:		
Evidence of a personal commitment to professional development and training	E	I
Commitment to equality of opportunity and the principles of inclusive learning and the ability to promote it in all aspects across the College	E	I
A commitment to upholding the Professional Teaching Standards	E	I
A commitment to New College Stamford's Core Values	E	I
Awareness of Health, Safety and Safeguarding issues	E	I
Awareness of and commitment to environmental issues	E	I
The ability to market/promote the College and its courses	E	I
Driving Licence	E	C

* Method of Assessment:

A=Application, C= Certificate, I=Interview, T=Test (Case Study/micro-teach or Presentation)

Essential Attributes are those without which a candidate would not be able to do the job.

Desirable Attributes are those which are not essential but would be useful for the post-holder to have and will be considered when more than one applicant meets the essential requirements.