



**A Level Lecturer
BASED AT BARNSTAPLE**

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|-------------------|--|-------|--|
| Name: | | Date: | |
| Responsible to: | | | |
| Direct Report(s): | | | |
| Links to: | | | |
| Salary | | Hours | |

This job description is a current statement of the duties and tasks required of the post-holder concerned. The nature of the job description will change from time to time and its terms are always governed and over-ridden by the post-holder's Contract of Employment. The duties outlined in this document do not constitute a comprehensive or exclusive list and duties may be varied from time to time which do not change the general character of the job or level or responsibility entailed.

The College has an active Equal Opportunities, Diversity and Inclusion Policy, commitment to which is expected from all staff. Applicants are, therefore, invited from all suitably qualified people irrespective of disability, gender or race. In particular, applicants with a disability, if they wish to do so, may indicate on the application form details of their disability.

MAIN FUNCTION OF THE JOB

To work collaboratively both within the department of A Level and with internal and external stakeholders on the delivery and development of high-quality curriculum programmes.

MAIN RESPONSIBILITIES

1. Plan and prepare the scheme of work in your subject, so that it meets College and team standards. You should be able to:
 - produce a comprehensive scheme of work/lesson plan
 - prepare coherent and engaging lesson plans with clear aims and objectives
 - prepare appropriate resources, including materials on the College digital platform aligned to current college strategy
 - maintain registers, learner records and other data records as required for key performance indicators and statistics for internal and external use.

2. Deliver learning through efficient and effective classroom and online management so that:
 - curriculum is continuously updated, ensuring it is current and relevant
 - continuously reflect on all aspects of teaching and professional practice, to help ensure the highest quality of delivery, assessment and learner experience on your programmes
 - to be fully utilised in accordance with the College's Education Workload Allocation Guide
 - all learning activities are conducted in a safe manner with appropriate use of equipment/clothing, whilst displaying their student lanyard accordingly
 - you can implement strategies for managing lateness or anti-social behaviour
 - you can demonstrate the importance of English, Maths, ICT, British Values and Employability themes in your teaching
 - supervise on learner visit programmes/activities

- you ensure that all learners have engaged with learning and have achieved the session aims and objectives.
3. Monitor and assess learners' progress and maintain up-to-date and accurate records in line with College policies and examining body standards. You will be expected to:
 - set assessments and homework, as appropriate
 - follow curriculum service standards to ensure that all assessments are marked and recorded on the College systems, e.g. markbook/OneFile, and appropriate feedback given within a stated period of time
 - participate in team activities.

 4. Be the Academic Progress Tutor/Educator for your group/s of learners. This will include:
 - challenging non-attendance
 - responsible for the retention, achievement and value added of learners on your programmes
 - tutor and mentor learners as appropriate
 - setting aspirational goals
 - assisting with UCAS applications, where necessary
 - actively encouraging and supporting learner progression activities within NDC
 - contribute to the enrichment programme for learners
 - ensure that the PR tab is appropriately maintained with timely and accurate information
 - liaise with parents/guardians as appropriate
 - ensure that learners are wearing their lanyards, as required.

 5. To contribute to the overall quality processes for your programme area. This will include:
 - positive contribution to the College's self-assessment process
 - engagement in the lesson observation scheme
 - engagement in the performance appraisal system
 - undertake CPD to address any development needs, which arise

 6. Undertake administrative duties associated with study programmes or learners, for example parental meetings, report writing, or other duties that might become necessary. These will include:
 - conduct guidance interviews for prospective learners
 - ensuring that all learner enrolments are accurate
 - maintaining accurate, timely and up to date registers
 - identifying to the Tutor Support team any patterns of regular non-attendance
 - making appropriate referrals to College services
 - to participate in parents/guardians' events
 - registering learners for external awards as required
 - participate in staff meetings as required
 - participate in marketing and promotional events and contribute to the preparation of marketing materials.

 7. Provide a high standard of academic, pastoral and personal support for learners, including acting as Programme Manager, if required, to ensure the best possible satisfaction, attendance, retention and achievement levels.
 8. Carry out moderation and/or act as an assessor and/or Internal Verifier and achieve the appropriate accreditation, as required.
 9. Carry out duties and responsibilities at all times with due regard to the College promotion of Equal Opportunities, Health and Safety, and other Policies (See the Policies and Procedures on My College).
 10. Undertake training relevant to the efficient promotion of any of the above duties and tasks and take responsibility for your own professional development.
 11. Undertake any other related tasks as your Line Manager may from time to time determine, or the demands of the College may require.

PROFESSIONAL CONDUCT

Educators are expected to:

- start classes on time
- embed English and maths into learning activities
- mark registers within the first 10 minutes of the lesson start time
- challenge learners who are not wearing a student lanyard
- give good notice of any absence
- keep up to date with developments in their subject area and pedagogy
- keep accurate and up -to- date registers
- adhere to general standards of conduct embodied in College Policies and Procedures (e.g. Safeguarding, Health and Safety, Equal Opportunities, and employability/British values)
- be involved in the College's quality assurance arrangements: induction, lesson observation, appraisal, and student feedback
- be involved in any Inspection of the College by OFSTED/QA
- work flexibly and efficiently, to maintain the highest professional standards and to promote and implement the policies of the Corporation
- upholding high standards of staff & student behaviour in & out of the classroom

PERSONAL EFFECTIVENESS

- The ability to inspire, develop, support and challenge learners.
- To develop the full range of pedagogical standards and knowledge needed to satisfy the requirements of the post and professional reflective practice.

SPECIFIC RESPONSIBILITIES RELATING TO THIS POST

- To take part in the College's Quality processes which form part of the annual quality cycle.
- Be willing to undertake continued professional development.

GENERAL REQUIREMENTS

All staff at ENDC must comply with equalities legislation and Ofsted requirements as stated in the Education Inspection Framework (EIF) by advancing equality of opportunity, fostering good relations between different groups of people, eliminating discrimination, harassment and victimisation, recognising diversity and embedding equality and inclusion in their work.

You are required to have or obtain knowledge and understanding of your responsibility for promoting and safeguarding the welfare of children and young people that you are responsible for, or come into contact with which includes the Prevent Duty.

This job description is not a comprehensive definition of the post. Discussions will take place on a regular basis to clarify individual responsibilities within the general framework and character of the post as defined above.

CONDITIONS OF SERVICE

The College standard Terms and Conditions of Employment apply.

The job description is current at XXXXXX. In consultation with the post holder it is liable to variation by the College to reflect actual, contemplated or proposed changes in or to the job.

PERSON SPECIFICATION – EDUCATOR

| Method of Assessment The table indicates the method by which the skills/knowledge/level of competence in each area will be assessed. | Essential or Desirable | Application Form | Interview | Pre s e n t a t i o n | T e s t |
|---|-------------------------------|-------------------------|------------------|--|----------------------------|
| Qualifications | | | | | |
| Subject related qualification at a minimum of degree or equivalent. | E | X | | | |
| Appropriate teacher qualification or work towards achievement. | E | X | X | | |
| Level 2 Qualification in Literacy & Numeracy or prepared to gain if requested to do so. * If teaching Maths or English Level 5 required in relevant subject | E | X | | | |
| Level 2 ICT qualification or prepared to commit to undertaking within 18 months of commencement | E | X | | | |
| Evidence of CPD | E | X | X | | |
| Knowledge / Previous Experience / Skills | | | | | |
| Previous teaching/training experience delivering learning on qualification or vocational based programmes. | E | X | | | |
| Experience of course planning, lesson planning, delivery and assessment methods. | E | X | X | | |
| Experienced in delivering a challenging and professional learning opportunity utilising ICT and e-learning resources. | E | X | X | | |
| A commitment to professional and personal development | E | X | X | | |
| Knowledge and understanding of your responsibility for prioritising and safeguarding the welfare of children and young people that you are responsible for, or come into contact with | E | X | X | | |
| Learner management and support | E | X | X | | |
| Experience of using a range of differentiated and creative teaching strategies and resources, including digital platforms | E | X | X | | |
| Experience of assessment practice and working with external verifiers/examiners | D | X | | | |

| How evaluated | | Application | Interview |
|------------------------|--|-------------|-----------|
| Educator Behaviours | <ul style="list-style-type: none"> Communicates clearly and with confidence to a wide range of people. Articulates understanding and gains support from others The ability to anticipate, prepare, respond and adapt to sudden and incremental changes. Has an acceptance of reality, core values align with the college, ability to improvise Uses logic and methods to solve difficult problems with effective solutions. Can see hidden problems, is excellent at analysing honestly, looks beyond the obvious and doesn't stop at the first answer Takes the initiative, makes decisions and takes responsibility for actions in support of faculty and wider college. Has an eye to the future and able to align personal and faculty aspirations to the overall strategic direction. Develops ideas, adds values and seeks opportunities for leadership Pursues excellence in current knowledge and expertise in line with the delivery of the college's goals and aspiring to an outstanding educator The use of digital technology to develop and transform the engagement of learners and staff | x | x |
| College values | <ul style="list-style-type: none"> Respect - to embrace differences, respect the values, ideas and beliefs of others and renew our own values through discussion and exploration. Community - to believe in community, the ability to do more together, the mutual commitments that hold people together, and in responsibility beyond one's own self-interest Empowerment - to create an educational environment that empowers learners and staff to exceed their own expectations and enables them to shape the future of our world | | x |
| Mandatory requirements | Essential: <ul style="list-style-type: none"> Commitment to safeguarding and Keeping Children Safe in Education | | x |

| | | | |
|--|--|--|--|
| | <ul style="list-style-type: none">● Commitment to safeguarding adults at risk● Commitment to equal opportunities and inclusion (SEND)● Commitment to British Values and the Prevent agenda. Embracing differences, respecting values, ideas and beliefs of others, renewing own values through discussion and exploration. | | |
|--|--|--|--|

In addition to the candidate's ability to perform the duties of the post, the selection process will also explore issues relating to safeguarding and promoting the welfare of children and vulnerable adults