

## **ROLE PROFILE**

<b>General Details</b>	
<b>Job Title</b>	<b>Lecturer for NEET programme</b>
<b>Vacancy Number</b>	<b>VN400</b>
<b>Reporting to</b>	<b>Interim Assistant Principal in the first instance</b>
<b>Responsible for</b>	<b>No direct reports</b>
<b>Place of work</b>	<b>Telford College</b>
<b>Tenure</b>	<b>Permanent</b>
<b>Hours/FTE</b>	<b>1 FTE</b>
<b>Salary</b>	<b>£23,490-£35,245</b>
<b>Terms &amp; Conditions</b>	<b>Lecturer</b>
<b>DBS</b>	<b>Enhanced</b>
<b>Closing Date</b>	<b>Monday 22<sup>nd</sup> July 2019 at 12pm</b>
<b>Interview Date</b>	<b>Thursday 25<sup>th</sup> July 2019</b>

***Moral Purpose – Students first – a belief that all students can achieve and an unwavering commitment to pursue achievement for all.***

### **The Role**

The purpose of this role is to:

- Deliver an exciting alternative curriculum for students that leads to a positive progression pathway
- Undertake a range of administrative and development duties that contributes to improving standards and the learner experience.

### **Main duties and responsibilities**

The successful applicant will be expected to:

- Develop course material and resources
- Maintain quality systems related to the content of the course, including designing work schemes, lesson plans, assessment plans and assessment activities.
- Deliver and teach to agreed success targets.
- Regularly review and monitor the attendance and progress of learners and follow up as required to ensure learners achieve their targets.
- Carry out, collate and feedback initial and/or diagnostic assessments to identify students' ILP and support as required, providing differentiated learning strategies to enable students to achieve their primary learning goal.
- Evaluate and assess (formative and summative) the work of learners in relation to the curriculum criteria and provide timely constructive and helpful learner feedback.

- Update and maintain electronic documentation to support teaching and learning, assessment and tracking of learner progress.
- Attend curriculum meetings and contribute to the continual quality improvement mechanisms (e.g. maintenance of course files, timely updating of ILPs on ProMonitor).
- Develop quality resources (including e-resources) which support the development of students.
- Actively develop and use new technology in teaching, learning and assessment.
- Share in responsibility for ensuring good standards of student's behavior and take appropriate disciplinary action.
- Liaise whenever appropriate with feeder schools and support agencies.
- Contribute to the advice and guidance and assessment of prospective learners, e.g. student interviews and open days.
- Contribute to course marketing activities.

#### Other Corporate Responsibilities

- Reflect the vision, mission, aims and values of the College.
- Always strive for continuous improvement in your professional practice and delivery of outcomes.
- Commit to the safeguarding and promotion of the welfare of children, young people and vulnerable adults.
- Participate in the College's Performance Development Review and engage in continuous professional development.
- Continually improve teaching, learning and assessment through proactive CPD and sharing best practise.
- Support enrolment procedures as appropriate and cover for absent colleagues as appropriate.
- Be compliant with Data Protection Act arrangements and confidentiality.
- Identify the financial, health and safety, equality, safeguarding, confidentiality or other risks associated with the post's sphere of responsibility and to define and take positive action to manage these risks.
- Carry out such other duties as may reasonably be required from time to time.

*This role description is current as the date shown. It is liable to variation to reflect changes in the role, priorities and circumstances.*

### **EVIDENCE KEY**

<b>A</b> =	Application
<b>I</b> =	Interview
<b>R</b> =	References
<b>T</b> =	Test
<b>P</b> =	Presentation
<b>C</b> =	Certificate
Or a combination	

	<b>Essential</b>	<b>Desirable</b>	<b>Evidence</b>
1. Teaching qualification, e.g. Cert Ed, PGCE or DTLLs, or a firm commitment to achieve a Diploma in Education and Training (DET)		✓	A/C
2. Possess an appropriate degree (or equivalent) in a relevant subject		✓	A/C
3. Relevant experience of teaching students with a variety of needs, including challenging behaviour.	✓		A/I
4. Experience of working within a post 16 setting		✓	A/I
5. Possess a proven record of innovative, engaging and learner centred teaching, learning and assessment practice, which enables all learners to progress	✓		A/I
6. Good communication & interpersonal skills at individual and group level	✓		I
7. Experience of monitoring learners individual progress with a pro-active approach for support and intervention, including differentiated teaching	✓		A/I
8. Ability to work as a team member contributing to the development of teaching and learning strategies	✓		I
9. Ability to work on own initiative and manage varied workloads effectively	✓		I
10. Willingness to participate in a very comprehensive staff development programme	✓		I

<b>11.</b> An understanding of and commitment to diversity and equality of opportunity	✓		I
<b>12.</b> Knowledge, commitment and understanding of their responsibilities relating safeguarding, Prevent, diversity and equality of opportunities and health and safety relevant to the post	✓		I
<b>13.</b> Level 2 qualification (GCSE A* - C, or equivalent) in Maths and English	✓		A/C
<b>14.</b> An understanding of and commitment to diversity and equality of opportunity	✓		I
<b>15.</b> Knowledge and/or competencies of health and safety as relevant to the post and a commitment to safeguarding the health and safety of learners and others	✓		I

## **ADDITIONAL INFORMATION**

### **Conditions of Appointment**

All Appointments to the College are subject to:

- Verification of relevant qualifications
- Receipt of references considered suitable by the College
- Verification that you are legally permitted to work in the United Kingdom
- Disclosure & Barring Service (DBS) Checks

The College's policy is to have an enhanced disclosure check for all posts. As an organisation using the Disclosure & Barring Service (DBS) to assess applicants' suitability for positions of trust, the College complies fully with the DBS Code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed. The College has a written policy on the recruitment of ex-offenders which is available from Human Resources.

### **Equality and Diversity**

The College is an equal opportunities employer and encourages applications from all sections of the community.

The College welcomes applications from persons with disabilities and will interview any person with a disability who meets the essential criteria for the role as outlined in the person specification.

### **Safeguarding**

The College is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment.

### **Location**

The post holder  
will be required to carry out their duties on the College premises.

