

## OAKLANDS COLLEGE

### JOB DESCRIPTION

<b>CAREER FRAMEWORK</b>	<b>Teaching and related</b>
<b>JOB TITLE</b>	<b>Teacher/lecturer</b>
<b>LEVEL</b>	
<b>REPORTING TO</b>	<b>Head of Department</b>

#### SUMMARY OF POST

To provide professional teaching and learning services to students as contracted, with appropriate support.

#### KEY RESPONSIBILITIES

To:

- Deliver courses as nominated by the Manager and carry out all associated course administration.
- Produce schemes of work and lesson plans in advance and prepare teaching materials/resources for all teaching;
- Mark and assess student work promptly, accurately and objectively;
- Act as a personal tutor and therefore be responsible for a group of learners, providing timely, transparent and fair tutorial and other support to them as appropriate;
- Be responsible for learner progress, including setting and monitoring of learner targets;
- Comply with quality standards including undertaking internal verification work;
- Guide students toward extra support services in college;
- Prepare reports for external parties, for example, parents, employers, training agencies;
- Contribute to and attend meetings, events and working parties as requested;
- Ensure statistics for learner attendance and achievement are monitored and acted upon when necessary;
- Complete learner registers accurately and on time

Be aware of and follow College policies and procedures, with particular attention to health and safety, safeguarding, risk management, equality and diversity, quality and our values and behaviours. You will be required to attend training as necessary and update own CPD record.

#### CRITERIA

#### RECRUITMENT

- Holds the minimum of Level 3 subject specialist qualification or higher when necessary to teach the subject area at the required level and,
- 3 years relevant industry experience in the subject specialism where required

**ESTABLISHED -**

- passed probationary period successfully,
- Achieve Assessor awards for relevant areas, ie, NVQ courses (where required)
- has passed the Level 2 qualification in English, maths and IT or equivalent College assessment
- Level 3 Award in Education and Training

**EXPERIENCED AND QUALIFIED**

- Achieve recognised level 5 teaching qualification (Level 5 Diploma in Education and Training or equivalent)
- Achieve specialist skills for life diploma (where required)
- Achieve verifier awards (where required)
- Achieve yearly target of 30 hours for full-time teachers and a minimum of 6 hours for part-time teachers
- 2 year's teaching experience on a range of different programmes and levels

**DEVELOPMENT**

- To demonstrate College Values and Behaviours
- QTLS status

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<b>PERSON SPECIFICATION</b> <b>(to be assessed at interview stage)</b>			
<b>PERSONAL ATTRIBUTES</b> <ul style="list-style-type: none"> <li>• ability to work well with students of all backgrounds</li> <li>• ability to work both collaboratively with colleagues and on their own initiative</li> <li>• a flexible and solution-focused approach to work</li> <li>• drive and passion to implement curriculum developments</li> </ul>			
<b>SKILLS AND EXPERIENCE</b> <ul style="list-style-type: none"> <li>• effective organisational skills (self and workload)</li> <li>• extensive knowledge of own subject area</li> <li>• (in addition to teaching ability) effective verbal and written communication skills</li> <li>• proficiency with software needed in role</li> <li>• Experience of working with people in a learning environment</li> </ul>			
<b>Date approved</b>			
<b>Date reviewed</b>	<b>16/07/2014</b>		

This job description is current as at the date shown above. In consultation with the postholder it is liable to variation by the Principal to reflect or anticipate changes, in, or to, the post and the organisation.

The job description gives an overview of the main responsibilities of the role. The daily job will also involve any other duties and responsibilities, express and implied, which arise from the nature and character of the post.