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**Associate Lecturer**

**Title:** Associate Lecturer

**Grade:** Associate Lecturer

**Activity:** Regulated

**Contact Hours:** Annual maximum: 1080 hours, weeklymaximum; 30

**Responsible to:** Head of Faculty

**Key Role Objectives**

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

**Main Duties**

Provide teaching, learning and assessment.

1. **Teaching, Learning and Assessment:**

1.1 Participate in the interviewing, enrolment and induction of students.

1.2 Provide teaching and learning whether in a 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 and support student’s pastoral needs.

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 the writing of reports and references.

* 1. Set and monitor Personal Targets and eILPs according to Faculty and College Policy.
  2. Participate in open evenings, recruitment, trade events, conferences and other marketing events.

1. **Additional Duties**
   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.

* 1. 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. Promote and conduct your professional duties and responsibilities within the parameters of the College’s agreed values and aims.

Reviewed: June 2018



**Person Specification**

**Associate Lecturer**

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| **Criteria** |  | **How Evaluated** | |
|  | | **Application** | **Interview** |
| **Experience** | **Essential:**   * Teaching experience & familiarity with A levels |  |  |
| **Desirable:**   * Relevant teaching experience ideally in an FE environment * Familiarity with Access to HE |  |  |
| **Skills & Abilities** | **Essential:**   * Excellent verbal and written communication skills |  |  |
| * Excellent time management skills |  |  |
| * Ability to prioritise work and meet deadlines |  |  |
| * Organisation and scheduling skills |  |  |
| * An ability to teach across a full range of courses offered within the Faculty * Ability to motivate and inspire learners |  |  |
| **Desirable:**   * Demonstrable IT competency |  |  |
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| **Qualifications** | **Essential:**   * A specialist degree or related qualifications & experience |  |  |
| * Teaching qualification |  |  |
| **Personal Qualities** | **Essential:**   * Mature and systematic approach * Willing to share good practice * Ability to work in a team and on own initiative with limited supervision * Willingness to undertake further training if necessary |  |  |
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| **Mandatory requirements** | **Essential:**   * Commitment to safeguarding and promoting the welfare of children and vulnerable adults in College |  |  |
| * Commitment to equal opportunities |  |  |

**Reviewed:** June 2018



**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.

