

## Loughborough College Job Description

### 1. Job Details

Job Title: Sessional Lecturer in Health and Social Care

Competency Level: Teaching 1-2

Reporting To: Curriculum Manager

Department: Service Industries

Salary: £18.50 - £22.93 per hour

Date: July 2018

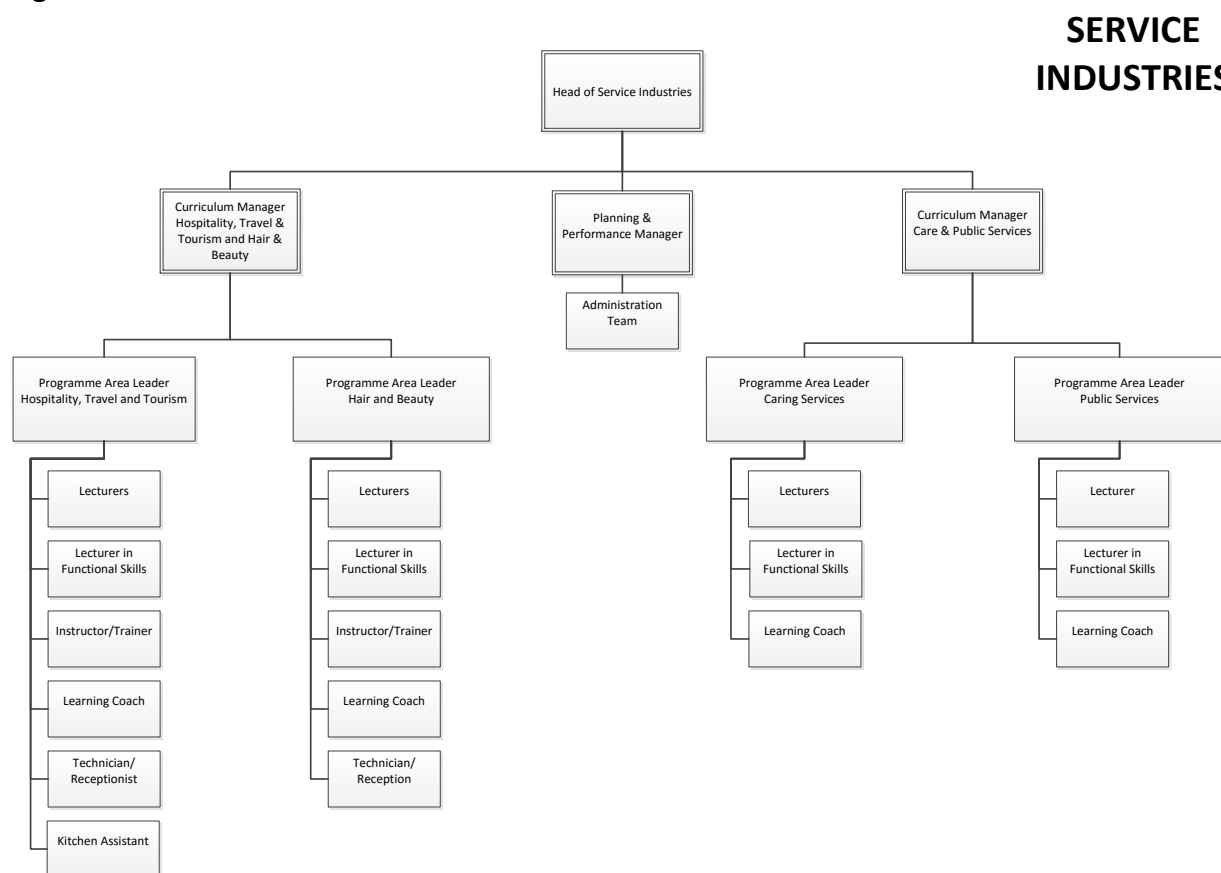
### 2. Job Purpose

To deliver inspiring teaching and learning where knowledge being transferred is predominantly know-why or conceptual knowledge.

### 3. Dimensions

*Not applicable.*

### 4. Organisation chart



## 5. Key Responsibilities

- To teach and assess across a range of courses in your relevant subject area, including preparation of teaching material.
- To keep all records necessary for the efficient running of courses as well as those records required by Loughborough College for funding, quality assurance, auditing and other purposes.
- To keep up to date with developments in the relevant subject area.
- By agreement, attend and actively participate in team briefings/meetings and recruitment events.
- Be responsible for promoting and safeguarding the welfare of children, young people and vulnerable adults that you may be responsible for or come into contact with.
- To modify duties and responsibilities as required to meet new situations, in consultation with the curriculum area leader/manager and college management.

## 6. Key Result Areas

Action	Result
Participate in curriculum development	Resourced programmes of study
Planning, preparation, delivery, and assessment of effective learning programmes	To ensure learners achieve
Create and apply effective differentiation and stretch and challenge techniques	To ensure all learners achieve to the best of their ability
Monitor progress in lessons and disseminate learner progress with key staff	To ensure learners are on track to achieve their target grades
Participate in the development of assessments/assessment strategies and give high quality feedback	To ensure learners can meet their targets and progress
To participate in moderation and internal verification	To ensure Awarding Organisation criteria are met and academic standards maintained
Participate in staff development opportunities	To ensure teaching and learning is up to date and maintained to the highest standards

To play a key role in quality assurance and quality improvement

To ensure Awarding Organisation requirements and College KPIs are met

Participate in team/department activities and meetings

Increased recruitment, broader knowledge of department

## 7. Key Working Relationships and Communications

**Internal:** Head, Curriculum Manager, Curriculum Manager, Programme Area Leader, Curriculum Staff, Administration Staff, Support Services Staff

**External:** Awarding Bodies, Health and Social Care contacts and settings

## 8. Scope for Impact

*Not applicable*

## 9. Knowledge, Skills and Experience (Person Specification)

QUALIFICATIONS		ESSENTIAL	DESIRABLE	HOW ASSESSED
1	Possess a degree in a relevant subject area (or equivalent qualification)	•		Application/ Certificates
2	Possess a PGCE or equivalent teaching qualification or be willing to undertake if appointed	•		Application/ Certificates
3	Good standard of literacy and numeracy. At least GCSE passes Levels 4 to 9 (Grades A-C) in English Language and Maths or equivalent	•		Application/ Certificates
EXPERIENCE				
4.	Experience of delivering vocational/ academic programmes to learners	•		Application
5	Experience of teaching within an FE/HE context		•	Application/ Interview/ Task
6	Experience in a relevant vocational industry setting	•		Application
7	Experience of supporting and managing diverse groups of people	•		Interview
8	Substantial experience in industry that is applicable to this role	•		Application
9	Experience contextualising and embedding learning to meet specific learning needs	•		Interview/ Task
10	Evidence of effective use of ICT/ILT in all aspects of work	•		Interview/ Task
11	Experience of collaborating with colleagues and inter agency working.	•		Interview
SKILLS & KNOWLEDGE				
12	Excellent teaching and learning skills	•		Interview/ Task
13	Experience of active learning and assessment methods		•	Interview/ Task
14	Knowledge of a range of teaching methodologies and the ability to utilise these effectively within a variety of contexts		•	Interview
15	Work flexibly and to deadlines	•		Interview
16	Excellent planning, administration and organisational skills	•		Interview/ Task
17	Communicate effectively to a diverse range of stakeholders at all levels	•		Interview
18	Work autonomously and as a part of a cross-curricular team	•		Interview

19	Provide clear and formative feedback on academic and pastoral issues	•		Interview
<b>BEHAVIOURS</b>				
20	Work effectively with colleagues as part of team	•		Interview
21	Motivate and relate with learners from a range of different cultural backgrounds	•		Interview/ Task
22	Comply with professional standards at work	•		Interview
23	Show commitment to the improvement and maintenance of standards	•		Interview
24	Promote the College's equal opportunities policy and practices	•		Interview
25	Ensure the safeguarding of learners	•		Interview

1. A satisfactory Enhanced Disclosure & Barring Service check is required for this post. Loughborough College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
2. Loughborough College retains the right as a condition of your employment to require you to undertake such other duties as may be expected of you in the post mentioned above, or in a similar post within the College.
3. This job description and person specification was prepared in July 2018 and may be amended in light of changing circumstances following discussion with the post holder.

Notes

## 10. Job Description Agreement

<b>Job Holder Signature</b>		<b>Date</b>	
<b>Manager Signature</b>		<b>Date</b>	