

JOB DESCRIPTION

POST TITLE:	Variable Hours Lecturer in Health and Social Care
GRADE:	£14.57 - £23.94 per hour inclusive of holiday pay, dependent upon teaching qualifications
RESPONSIBLE TO:	Curriculum Operations Manager
RESPONSIBLE FOR:	Contributing to a variety of subject areas to support the College's vision to become and sustain outstanding
DIRECTORATE:	Business, Professional and Service Industries
WORK ARRANGEMENTS:	As and when required

PURPOSE OF THE POST

The post holder will:

1. Strive to achieve consistently outstanding provision.
2. Deliver an inspiring teaching, learning and assessment experience to individual s and groups with a focus on learner progress.
3. Student support and general administrative duties associated with the academic function.
4. At all times carrying out the duties and responsibilities of the post in compliance with the College's Equal Opportunities and Health and Safety policies.

DUTIES AND RESPONSIBILITIES

1. To deliver high quality and challenging learning experiences for individuals and groups in all taught sessions (both face-to face and online, including tutorial and wider skills development) so that learners make excellent progress within their study programme
2. To deliver lessons that apply a wide range of teaching, learning and assessment strategies for individual learners and groups ensuring that high levels of progress are made in every lesson
3. To lead on the development and planning of teaching and learning materials including schemes of work, programme delivery, modules and qualifications as appropriate
4. To lead and collaborate with staff in the development and evaluation of excellent learning materials and programmes of study applying a wide range of teaching learning and assessment strategies
5. To lead and devise appropriate assessment material that utilises a range of different assessment strategies to support learner progress
6. Returning assessed work promptly to learners indicating proposals for improvement in line with progress measures
7. Assessing and verifying assessments as a member of the programme team.

8. Provide learners with regular and meaningful feedback in line with college policy for all learning that takes place (classroom, formative and summative assessments) with a focus on all learners making at least the progress expected of them
9. Work effectively together with classroom based, work based and cross-college colleagues as one team, respecting and valuing each other to deliver outstanding services to students.
10. Effectively deliver the programme of learning in accordance with College policies.
11. Remain compliant with the expected standards and college policy in relation to the maintenance of academic records including registers, records of work and any other records which may be required.
12. Planning and organising work placements, field trips, site visits and related activities.
13. Participating in programme team(s) meetings and contributing towards the planning, development and administration of programmes and assessment of students work.
14. To attend and actively participate in area and department meetings, planning events, open days and recruitment events
15. Participating in the College Quality Assurance process in order to evaluate the effectiveness of programmes.
16. Identifying, in consultation with programme team(s), curriculum development and learning resource needs and advising the Curriculum Operations Manager.
17. Assisting with visits from and to schools, taster courses and work experience for potential students.
18. Acting as personal tutor to nominated groups and individual students.
19. Participating in the guidance and interviewing processes to ensure that learners and prospective learners undertake appropriate learning programmes.
20. Participating in reporting processes to provide feedback for parents and other sponsors.
21. Liaising with parents and employers at parents' and careers' evenings and other similar events at schools and at the College.

NB: Curriculum Teams refers to all areas of delivery including classroom and work based.

GENERAL

1. Take an active role in the health, safety and welfare of students and staff, attending training and carrying out health and safety related activities as appropriate to the role.
2. Take responsibility for one's own professional development and continually update, as necessary, participating in appropriate staff development activities as required including the Performance and Development Review.
3. Promote a positive image of the College and the work that is carried out across its various services.
4. Comply with all legislative and regulatory requirements.
5. Apply the college's own Safeguarding Policy and practices and attend training as requested.
6. Show a commitment to diversity, equal opportunities and anti-discriminatory practices. The post holder is expected to comply with and promote the College's Equal Opportunities Policy in all aspects of their duties and responsibilities.

7. Carry out any other reasonable duties within the overall function, commensurate with the grading and level of responsibility of the job.

Person Specification

Post:	Variable Hours Lecturer in Health and Social Care	Directorate:	Business, Professional and Service Industries
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Key Requirements:

	Essential/ Desirable	Assessed
Qualifications:		
Professional qualification and/or degree in Health and/or Social Sciences or relevant discipline	E	A
A teaching qualification or willingness to gain Cert Ed within 2 years of commencement of employment	E	A
Minimum of a level 2 qualification in English and maths or willingness to work towards within 2 years of commencement of employment	E	A
Experience:		
Recent teaching/training experience	E	A/I
Experience of delivering learning to 16-18 year olds as well as adult learners	E	A/I
Experience of teaching on Health and Social Care courses	D	A/I
Experience of performing assessment and verification	D	A/I
Recent and professional work experience in the Health & Social Care sector, or similar setting	D	A/I
Skills/Knowledge:		
Excellent organisational, administrative and time management skills	E	A/I
Ability to work as part of a team	E	A/I
Excellent interpersonal skills with the ability to listen and challenge in a supportive manner	E	A/I
An ability to deliver CACHE and Pearson units across the whole range of health/social care courses	E	A/I
Ability to use IT in the classroom – specifically MS Teams	E	A/I
Qualities:		
Ability to work under pressure and meet deadlines including assessment, marking and feedback processes	E	A/I
Self-managing and responsive with the ability to reflect on own performance	E	A/I
A willingness to consistently improve through tailored CPD and industry updates	E	A/I
A respectful and inclusive attitude to learners and colleagues	E	A/I
A passion for improving the learner experience	E	A/I
Ability to work in a team	E	A/I
A flexible and innovative approach to teaching, learning and assessment	E	A/I
Flexibility to work additional hours to meet the requirements of the post (including some weekends and evenings for information, advice and guidance)	E	A/I
Other Requirements:		
An understanding of Safeguarding of Children & Vulnerable Adults within the workplace	E	A/I
Full commitment to Equal Opportunities and anti-discriminatory working practices	E	A/I
Have a valid full driving licence and vehicle with business insurance	E	A/I

E = Essential

D = Desirable

A = Application

I = Interview

T = Test

Produced by:	Adam Godber	Date Produced:	Oct 2020
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