BARNSLEY COLLEGE

**JOB DESCRIPTION (REC 3)**

**Post Title:** Lecturer

**Department:** Childcare and Health

**Reporting to:** Programme Manager (Health and Social Care)

**Grade:** T3

**Summary of the Post**

To teach on a range of courses in the department. To support Course Leaders in developing new courses and methods of curriculum delivery and to contribute to the overall success rate, growth and development of the department.

**Main Duties**

* To formally teach on a range of courses using a variety of methods.
* To contribute to the review, planning and development of the curriculum.
* To contribute to the development of new courses, curricula and/or methods of delivery.
* To produce and develop schemes of work, lesson plans and develop new teaching and learning materials.
* To promote highly effective relationships with learners to foster learning
* To contribute to the development of strategies to improve student retention, attendance, achievement, success rates and value added for named courses/cohorts of students.
* Devise and apply a range of assessment activities.
* Assess students work and provide feedback to support learners to improve and achieve their maximum potential, within the policy guidelines
* Verify and certificate work as appropriate.
* Provide academic and pastoral support to guide, challenge and inspire learners to achieve their maximum potential.
* Contribute to the enrolment and marketing process for new and future learners including interviews, assessments, schools events and promotions.
* Carry out and record student reviews
* Produce student references and reports for parents and attend Parent Evenings
* Undertake initial and diagnostic assessment of students.
* Produce and monitor individual learning plans for learners and update them where necessary.
* Monitor and report on individual student progress, progression and destinations

**Standard Duties in all College Job Descriptions**

* Engage in the implementation of College Quality systems.
* Show a commitment to diversity, equal opportunities and anti-discriminatory practices.
* Show a commitment to ensuring that children and young people learn in a safe environment.
* Ensure that all information is secured, used and maintained in line with internal and external standards including ensuring that confidential information is processed in line with the Data Protection Act, General Data Protection Register and College policies
* Participate in relevant and appropriate training and development as required.
* These duties may be amended from time to time by the line manager in consultation with the post holder.

**Departmental Specific Duties**

* Implement safeguarding processes and procedures
* Plan and deliver timely formative and summative assessment strategies to ensure all learners achieve their maximum potential
* Undertake internal quality assurance and standardisation activities
* Assist in planning and implementing of open days, evenings, holiday, weekend and bank holiday events hosted at the College to promote courses and support recruitment of new learners
* To track and monitor learner progress and provide reports to parent, carers and schools

**Line Management**

If your job includes line management you may be asked to line manage members of staff who spend most of their time working on the course or courses that you lead. This will usually be either Instructors, Associate Teachers or support staff who are central to the course or courses you are leading. If you are asked to line manage staff, your manager or Head of Department will discuss this with you and ensure you are supported and receive appropriate training.

**Method of Working**

Barnsley College expects all staff to work effectively as part of a team or teams, delivering high quality education and support to staff and students. As a minimum this requires dealing with people politely and tactfully, communicating with colleagues and students both formally and informally, offering guidance and information in accordance with College guidelines, policies and procedures when requested and contributing to the maintenance of the Barnsley College environment. In order to do this staff are expected to make themselves aware of the relevant policies and procedures. All staff are required to maintain confidentiality as required.

**Public Relations**

Considerable importance is attached to the public relations aspect of all work undertaken by Barnsley College staff. It is a prime objective therefore that staff will at all times project to the public the image of the college as keen to assist wherever possible, and positively promote the work that is carried out across its various services.

**PERSON SPECIFICATION REC 4 – Lecturer**

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| **Specification** | **Essential** | **Desirable** | **Examples Measured by** |
| **Education and Training**  Formal qualifications and relevant training | Teaching qualification (Cert Ed, PGCE or equivalent)  Degree (or equivalent qualification) in a relevant subject  GCSE maths & English (grade A-C) or equivalent Level 2 qualification | Assessor and Verifier qualifications  Relevant higher degree | Application Form  Documentary Evidence  References |
| **Work Experience**  Ability to undertake duties of the post | 2 years’ experience of working within an education setting  Experience of delivering learning to a range of learners  Experience of developing learning materials  Experience of delivering anatomy and physiology at level 3 | Line management experience  Relevant teaching experience | Application Form  Interview  Performance of task / test at interview |
| **Skills and Knowledge**  Includes abilities and intellect | Ability to devise strategies to improve attendance, retention, achievement, value added and success rates.  Supportive ability to give clear and constructive feedback to students to guide learning.  Understanding and knowledge of the academic and pastoral needs of learners  Knowledge of a range of teaching methodologies.  Good verbal and written communication skills | Knowledge of supporting and guiding associated staff  Knowledge of curriculum review, development and planning strategies as appropriate | Application Form  Interview  Performance of task / test at interview |
| **Personal Qualities**  Includes any specific physical requirements of the post – (subject to the provisions of the Equality Act) | Professional, flexible, organised and motivational approach to work  Good time keeping |  | Application Form  Interview  Performance of task / test at interview |
| **Suitability to work with children, young people and vulnerable adults**  Issues relating to safeguarding and promoting the welfare of children, young people and vulnerable adults | Motivation to work with children, young people and vulnerable adults  Ability to form and maintain highly effective relationships and personal boundaries with children, young people and vulnerable adults  Emotional resilience with challenging behaviours |  | Interview  References  DBS Check |