JOB DESCRIPTION

Title:	Lecturer
Grade:	Lecturer B
Regulated Activity:	Yes
Contact Hours:	Annual maximum: 865-1080 hours, weekly maximum; 30
Responsible to:	Head of Faculty

Job Purpose:

To provide an outstanding learner experience through teaching, training, reviewing and assessing learners, enabling timely achievement.

Main Responsibilities:

1. Provide Teaching, Training, Learning and Assessment

1. Teaching, Learning and Assessment

1.1 Participate in the interviewing, enrolment/activation and induction of learners.

1.2 Provide teaching and learning whether in a classroom, a workshop, an employer's location or other work environment.

1.3 Prepare schemes of work, lesson assessment & IV plans.

1.4 Provide ongoing assessment and feedback to learners by setting and marking work both relevant and appropriate to the course, including in the workplace where required.

1.5 Provide appropriate academic and/or vocational support to individual learners, referring them, where appropriate, to other agencies.

1.6 Contribute to the wider enrichment of learners and support students' 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.

1.12 Set and monitor Personal Targets and eILPs according to Faculty and College Policy.

1.13 To track the progression of learners, including work place reviews, to ensure timely achievement.

1.14 Provide specialist advice to learners and organisations regarding vocational and work based qualifications, delivery and progression options.

1.15 Participate in open evenings, recruitment, trade events, conferences and other marketing events.

2. **Additional Duties**

2.1 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 learners.

2.3 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.

2.4 Promote and conduct your professional duties and responsibilities within the parameters of the College's agreed values and aims.

PERSON SPECIFICATION – Lecturer B

	Essential	How Identified*	Desirable	How Identified*
Experience	Recent experience working within the Engineering or Automotive industry	A/I	Experience delivering bespoke courses to a range of partners	A/I
	Working effectively within a team	A/I	Experience of developing training solutions	I
	Using own initiative	A/I	Achieving targets	I
	Teaching or training young people and adults	A/I		
Skills & Abilities	Good communication skills (at all levels)	I	Attention to detail	I
	Ability to inspire young people & adults	A/I		
	IT Literate – use of databases, Microsoft office (Word, Excel, Access and Power point)	A/I		
	Driving Licence held for 2 years with no more than 6 points.	A		

Qualifications	Recognised vocational qualification at level 3 or above in Automotive / Engineering.	A	Teaching qualification (CTLLS / Cert Ed / PGCE)	A
	PTLLS (Preparing to teach) Qualification	A		
	Willing to work toward / achieve Cert Ed / PGCE	A/I		
	Assessors award	A		
	GCSE English & Maths at C grade or above (or equivalent)	A/I	Verifiers Award	A
Personal Qualities	Enthusiasm and drive	A/I	Passion for teaching and assessment and learning in the life long sector	A/I
	Excellent time management	A/I		
Mandatory Requirements	Commitment to safeguarding and promoting the welfare of children and vulnerable adults in College	I		
	Commitment to equal opportunities	I		

***Key: A = Application Form**
I = Interview