

JOB DESCRIPTION

POST TITLE:	Variable Hours Lecturer in Public Services
GRADE:	£16.04 per hour plus £2.48 per hour holiday pay - £23.88 per hour plus £3.69 per hour holiday pay
DEPARTMENT:	Leisure Industries
RESPONSIBLE TO:	Vocational Lead
RESPONSIBLE FOR:	<p>Development and delivery of the flexible curriculum whilst contributing to a variety of subject areas.</p> <p>Student support and general administrative duties associated with the academic function.</p> <p>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.</p>

PURPOSE OF THE POST

The post holder will:

1. Strive to achieve consistently outstanding provision.
2. Student support and general administrative duties associated with the academic function.

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 high quality, 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. Participate in the College Quality Assurance process in order to evaluate the effectiveness of programmes.
16. Identify, in consultation with programme team(s), curriculum development and learning resource needs and advising the Curriculum Manager.
17. Assist with visits from and to schools, taster courses and work experience for potential students.
18. Act as a personal tutor to nominated groups and individual students.
19. Participate in the guidance and interviewing processes to ensure that learners and prospective learners undertake appropriate learning programmes.
20. Participate in reporting processes to provide feedback for parents and other sponsors.
21. Liaise with parents and employers at parents' and careers' evenings and other similar events at schools and at the College.

GENERAL

1. Work effectively as a team, listen, consult and work in partnership to shape the future success for our Group community.
2. Take an active role in the health, safety and welfare of students/apprentices and staff, ensuring attendance at all mandatory training and adhering to all policies and procedures.
3. Take responsibility for one's own professional development and continually update, as necessary, participating in appropriate staff development activities, as required, including the Professional Development Review.
4. Act as an ambassador for the Group, being positive and professional at all times.
5. Comply with all legislative and regulatory requirements.

6. Apply the Group's Safeguarding Policy and practices and attend all training as requested.
7. Comply with the Group's Equality, Diversity and Inclusion Policy, promoting an inclusive environment where every individual is treated with kindness and respect.
8. Carry out any other reasonable duties within the overall function, commensurate with the grading and level of responsibility of the job.
9. Take responsibility for keeping personal data safe, ensuring compliance with the data protection policy and procedures and attending all mandatory training.

Person Specification

Post:	Variable Hours Lecturer	Department:	Public Services
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Key Requirements:

	Essential/ Desirable	Assessed
Qualifications:		
Recognised professional qualification in Public Services subject area	D	A
Degree in a relevant field or willingness to work towards	E	A
Recognised teaching qualification or willingness to gain Cert Ed/PGCE within 2 years of commencement of employment	E	A/I
Level 2 qualification in Maths and English and willingness to undertake further maths and English training	E	A
Experience:		
Professional sector-based experience in Public Services	E	A
Successful teaching/training experience	E	A
Experience of delivering curriculum to 16–18-year-olds and adult learners	E	A
Experience of delivering Higher Education modules	E	A/I
Experience of teaching on Public Services Level 2, and Level 3 programmes.	E	A
Experience of teaching outstanding lessons to learners of all abilities that supports and drives achievement and success.	E	A/I
Experience of facilitating or assisting on outdoor residential trips	D	A/I
Experience of successful course leadership and personal/ subject tutor	E	A/I
Skills/Knowledge:		
An ability to deliver units across the whole range of Public Services courses at various qualification levels and to embed maths and English and Equality and Diversity in learning experiences	E	A/I
Ability to deliver Functional English and/or Functional Maths	D	A/I
An ability to successfully monitor and manage course performance and success including attendance, retention and achievement.	D	A/I
An ability to successfully monitor and manage personal/ subject tutor groups and support them to success	D	A/I
Ability to use a range of ICT programmes to monitor student progress and assessment	E	A/I
Qualities:		
Ability to work in a team and support others (team work skills)	E	A/I
A flexible, creative and innovative approach to teaching	E	A/I
Strong organisational and time management skills, ability to prioritise	E	A/I
Excellent interpersonal, verbal/non-verbal and written communication skills	E	A/I
Empathy with students and colleagues	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

E = Essential

D = Desirable

A = Application

I = Interview

T = Test

Produced by:	AH	Date Produced:	Reviewed Feb 25
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