**Job Description**

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| **Directorate** | Business & Commercial Development | |
| **Department** | Higher Education | |
| **Section** | Faculty of Social Sciences & the Outdoors | |
| **Job Title:** | Lecturer in Health & Social Care | |
| **Grade:** | £24,399 - £29,103 | |
| **Reports To:** | HEAL (Student Experience) | |
| **Responsible For:** |  | |
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| **Principal Accountabilities:**   * To provide high quality teaching and pastoral support for all students to support the mission, aims and strategic objectives of the College. * To teach on HE courses from Level 3 Access to He and Level 4 Foundation Degree as required. * To safeguard and promote the welfare of children, young people and vulnerable adults who are students of the College. | |
| **Key Tasks:**  ***Quality Assurance***  Ensure key outcomes; attendance, retention, achievement and destination are consistently good or outstanding.  Work with the relevant Faculty Lead to continually review and develop the curriculum to ensure it meets the requirements of Higher Education quality agencies and industry requirements as well as individual student needs and funding requirements.\*  Review and evaluate with team members to identify areas for improvement and good practice.  Ensure all internal and external moderation processes meet with the relevant standards.  Work with course team to develop robust schemes of work and associated academic paperwork.  Engage with quality assurance procedures, including the preparation of and reporting of information and statistics as required to ensure that standards are met.  Ensure students are informed of progression opportunities in and outside of College, including progression to apprenticeships.  Contribute towards as necessary, the Annual Monitoring, HE Self Assessment and other self assessment mechanisms.  Monitor and record student progression and achievement.  ***Employer Engagement***  Engage with employer and professional body partners with a view to ensuring curriculum content is in line with current industry needs.  Organise visits for students to industry, guest speakers into College and employer mentoring to enhance the employability skills of students.  Identify appropriate work experience placements for students, co-ordinate placements including conducting monitoring visits. Record and monitor progress as appropriate to ensure achievement.  Engage with employers to reach agreement on course sponsorship to include the donation of course resources and CPD opportunities for staff.  Maintain regular dialogue with employers and professional body groups to maximise working relationships in the interests of both the employer and the College.  ***Timetabling***  In colaboration with the course team produce timetables which meet the needs of students, match the expertise of the staff and promote efficent use of College resources.  ***Teaching & Learning***  Develop resources and teaching materials to meet programme specifications, course frameworks and learning outcomes and teach an appropriate timetable in accordance with College Policy.  Develop assessments and mark students’ work, ensuring learning outcomes have been met and that all feedback is both detailed and constructive and undertake internal verification/moderation as and when required.    Maintain the timely and accurate completion of MarkBook, registers and other relevant internal systems to accurately record student assessments and feedback.  Use technology, including the college’s virtual learning environment, effectively to enable independent learning at any time or place in line with the HE Teaching, Learning and Assessment Strategy.  Administer and mark examinations in accordance with College and HEI policy and undertake exam invigilation as required.  Keep up to date with relevant course subject matter, industrial/commercial developments, course examination/assessment requirements and legislation.  Assist in identifying appropriate work placements for students and take part in the work-based assessment of the students, as required.  Review and evaluate existing programmes to identify areas for improvement and sharing of good practice.  Assist with the development and delivery of full-cost courses when required.  ***Pastoral Support***  Act as a personal tutor as required in HE.  Carry out administrative duties associated with providing a comprehensive and supportive service to students.  Provide a point of contact for student welfare issues referring problems on where they are complex or serious, communicating poor patterns of attendance and punctuality to the Faculty Lead / Currivulum Coordiantor.  Liaise with employers if applicable to ensure students are progressing and developing in a timely manner and to their full potential.  Liaise with the College Safeguarding team to ensure adherence to safeguarding procedures.  Work with the Student Support Coordinator to ensure appropriate uptake and recording of additional support.  Ensure accurate and timely communications with all relevant staff including support services and agencies.  Take responsibility as appropriate for the pastoral care of students including the resolution of student complaints and addressing disciplinary issues, referring problems on where they are complex or serious.  ***Team Working***  Be an active member of and lead course/subject team meetings as required. Attend Directorate and College meetings, as required, in order to contribute to the decision making process and to develop productive working relationships within and across teams.  Act as a mentor for new staff, offering advice and academic guidance as appropriate and ensure a comprehensive induction is provided on the skills, processes, systems and activities that are specific to the curriculum.  Participate in the recruitment and selection of new staff, as required.  Provide feedback to colleagues to support the development of self and others and to ensure the continuous improvement of performance.  ***Student Recruitment***  In collaboration with the course team coordiante student events ensuring the effective use of time and resource  Work with the course team to develop appropriate pre-entry, recruitment, selection and admissions activities (including Open Days and Taster Sessions) in order to promote the Directorate and College and gain a better understanding of student needs/expectations.  Work with the course team to develop and audit appropriate publicity/marketing materials and liaise with the marketing team to raise the profile of the work of the department.  Participate in Directorate and College marketing events on and off site as required.  ***Resources***  Where applicable, ensure efficient workshop management including timely servicing of equipment, development of and adherance to health & safety policies.  ***Academic Enterprise***  Participate in the development of internal and external partnerships in order to disseminate information, share best practice, establish opportunities for collaborative work and enhance the reputation of the College.  Participate in networks such as HEI cluster groups to build new relationships that benefit both the Directorate and the College.  ***Academic Development***    In collaboration with HEI partners, design, review and adapt module content in response to student feedback and need, with a view to improving student attraction and retention.  Collaborate with curriculum development activities and attend appropriate curriculum development events to ensure that the curriculum portfolio remains current and the assessment procedures are relevant.  Participate in Parents’ evening (FE) school/college liaison work, meetings with employers, examination boards, moderators, assessors or representatives of Higher Education as required to ensure the widest possible publicity for College activities and the relevance of the curriculum to the student group. | |
| **Special Features:**  Underake occasional evening and weekend work to facilitate employer engagement activity and support College careers events.  Undertake teaching on a maximum of two evenings per week if required. | |
| **Miscellaneous:**  You have a legal duty, so far as is reasonably practicable, to ensure that you do not endanger yourself or anyone else by your acts or omissions. In addition you must cooperate with the College on health and safety matters and must not interfere or misuse anything provided for health, safety and welfare purposes.  You are responsible for applying the College’s Equal Opportunities Policy in your own area of responsibility and in your general conduct.  You have a responsibility to promote high levels of customer care within your own areas of work.  You are required to participate with the Appraisal process, engaging in the setting of objectives in order to assist in the monitoring of performance and the achievement of personal development.  Such other relevant duties commensurate with the post as may be assigned by your Manager in agreement with you. Such agreement should not be unreasonably withheld. | |
| **Review:**  This is a description of the job as it is presently constituted. It may be reviewed and updated from time to time to ensure it accurately reflects the job required to be performed, or to incorporate proposed changes. | |

**Person Specification**

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| **Job Title:** | | Lecturer in Health & Social Care | | | | | |
| **Directorate:** | | Business & Commercial Development | | | | | |
| **Department:** | | Higher Education | | | | | |
| **Section:** | | HEAL (Student Experience) | | | | | |
| In order to be short-listed you must demonstrate that you meet all the essential criteria and as many of the desirable criteria as possible. Where we have a large number of applications that meet all of the essential criteria, we will use the desirable criteria to produce the shortlist.  All disabled candidates who meet the minimum essential criteria will be included on the shortlist | | | | | | | |
|  | **Attributes** | | **Item** | **Relevant Criteria** | | **How Identified** | **Essential/**  **Desirable** |
| 1 | Skills & Abilities | | 1.1  1.2  1.3  1.4  1.5  1.6  1.7 | Ability to convey information (both orally and in writing) to a range of diverse audiences.  Ability to deliver high quality subject specific teaching and learning from level 3+ to level 6.  Ability to provide appropriate pastoral support.  Ability to work independently and as part of a team in order to deliver individual and team objectives.  Competent in the use of Microsoft Word, Excel, Outlook and PowerPoint, or equivalent packages.  Excellent communications skills.  Good organisational and administrative skills able to work under pressure and to deadlines. | | I/A  MT/A  I/A  I/A  I/A  I/A  I/A | E  E  E  E  E  E  E |
| 2 | General & Special Knowledge | | 2.1  2.2  2.3 | Possess sufficient breadth and/or depth of specialist knowledge to teach on a range of established programmes.  Knowledge of and/or use of web-based learning methods.  Good knowledge of MIS systems, which support the successful management of programmes, including exam systems and procedures. | | I/A/MT  I/A  A/I | E  E  D |
| 3 | Education & Training | | 3.1  3.2  3.3  3.4 | A degree or equivalent in relevant subject area  A Cert Ed or equivalent  Post Graduate qualification in a related field  GCSE English and Maths qualifications (or equivalent). | | A/C  A/C  A/C  A/C | E  D  D  E |
| 4 | Relevant Experience | | 4.1  4.2  4.3  4.4  4.5  4.6 | Appropriate full or part-time teaching experience.  Experience of designing and delivering content and/or learning materials within existing frameworks.  Experience of providing pastoral support to students.  Experience of developing partnerships/links with internal and/or external agencies.  Experience of moderation procedures used in HE  Relevant current industry experience within the discipline | | A/I  A  A  I  A  A | E  E  E  E  D  E |
| 5 | Special Requirements | | 5.1 | Possess a clean driving licence | | A | D |
| **Key:** | **How Identified** | | | **A** | Application | | |
| **I** | Interview | | |
| **MT** | Mini Teach | | |
| **C** | Copy of Certificates | | |
| **P** | Presentation | | |