



CITY AND ISLINGTON
COLLEGE

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JOB DESCRIPTION

A. TITLE OF POST: Lecturer in Health Care , Human Science
Access and HE

Centre for Health and Social Care

RESPONSIBLE TO: Learner Area Manager

GRADE: full time

SALARY: From £27,199 up to £38,747
(Inclusive of London Weighting)

CLOSING DATE: 21st August 2017

B. PURPOSE OF THE JOB

- To teach a variety of occupational Health and Human Science units/modules on Adult programmes , including Access , HNC and Foundation Degree

C. MAIN DUTIES AND RESPONSIBILITIES

1. To teach across a range of adult health and social care courses and be involved in student support
2. To prepare appropriate teaching materials and keep them up to date and to use VLE (Moodle) for resources and tutorials
3. To assess students' work and attendance and use a PLP system for monitoring progress
4. Liaise with employers and universities for entrance guidance and visits

5. Undertake associated duties of administration and record keeping, enrolment and examination procedures etc.
6. Attend College and section meetings, and relevant staff development events
7. To undertake other duties as appropriate within the agreed pay scale

D. EXPECTATIONS OF THE POST HOLDER

- Ensure that the College policy for equality of opportunity is adhered to and promoted in all aspects of the post holder's work
- Ensure effective quality control and continuous improvement in all aspects of the work and responsibilities attached to this post, in keeping with the College's quality assurance procedures and systems
- Ensure that the post holder carries out their responsibility for the safeguarding and the promoting the welfare of children and young people
- Be committed to professional self-development, through participation in in-service training as necessary for the successful carrying out of the job
- Undertake such other duties as are commensurate with the grade of the post, as may be reasonably required at the initial place of work or at other locations in the College
- To comply with and promote College Health and Safety policies and procedures and to undertake recommended Health and Safety training as and when necessary
- All lecturers appointed to the College can be required to teach a broad range of courses within the curriculum area to a variety of age groups
- **All teaching staff at the College are expected to support students to develop their English and Maths skills, using teaching, learning and assessment opportunities within the curriculum or through the delivery of Additional Learning Support, to do so.** You will be expected to mark students' work carefully and thoroughly, giving advice on how it could be improved, and also correcting spelling, grammar and vocabulary when necessary.

Newly appointed staff without a Level 2 English and Maths qualification will be supported with in-service training to develop their professional skills to enable them to confidently develop the English and Maths skills of their students.

N.B. This job description is designed to outline a range of main duties that may be encountered. It is not designed to be an exhaustive listing of tasks and can be varied in consultation with the post holder in order to reflect changes in the job or the organisation.

E. PERSON SPECIFICATION

Qualifications and Experience

1. The possession of professional qualifications in Health and Human Sciences
2. Have some expertise or experience of working in The health sector
3. Teaching qualification minimum City and Guilds Level 4 Stage 1
4. To be able to teach Human Biology
5. Evidence of successful curriculum development
6. Proven experience as a teacher / lecturer in health related subjects and a record of good to outstanding observations
7. Experience of working on HE and Access courses

Knowledge and Understanding

1. Knowledge of the adult curriculum in F.E. and HE developments
2. Understanding of how to adapt and vary teaching styles in order to make learning more effective including interactive VLE, ICT and E learning
3. Understanding of the assessment and accreditation requirements for the courses relevant to the post
4. Commitment to continuous quality improvement in the work attached to the post
5. An understanding and commitment to the College on equality of opportunity and a willingness to promote this in all aspects of the work

Skills and Abilities

1. The ability to relate to, communicate effectively with, and counsel students, both school leavers and adults, and to monitor their progress
2. An ability to maintain good working relationships with colleagues, to work as part of a team and, if appropriate, to provide team leadership
3. High level of organising and administrative skills and a readiness to carry out administration and student support/tracking duties which include using online Personal Learning Plans
4. Ability to give advice and information to students across the range of courses on offer in the curriculum area
5. An ability to work with employers, and assessors in the area of Human and Health Science

Please download a copy of the College's Teaching Standards from <http://www.candi.ac.uk/working-for-us/vacancies/application-information/>. These

standards are reflected in aspects of the Person Specification and are assessed in the recruitment process.

When completing your application form and writing your supporting statement please make sure that you cover all the points in the Person Specification using each criterion as a separate heading.

Please return by post to: HR, 383 Holloway Rd, London. N7 0RN or email to: jobs@candi.ac.uk