

##### South Staffordshire College

Job Description – Current Staff

**JOB TITLE:** ACL Lecturer

**PAY POINT:** £18,355 -£35,304 pa

**CONDITIONS OF** Academic Contract of Employment

**SERVICE:**

**RESPONSIBLE TO:** ACL Manager

**LINKAGE:** Chief Executive Principal, Vice Principals, Senior Leadership Team, College Leadership Team, External stakeholders.

**JOB PROFILE**

*Regardless of a specific job title and role, for all employees at this College their primary role is:*

*‘To Help Learners Succeed’*

The Lecturer will work with their Line Manager to ensure that the South Staffordshire College is recognised for excellence in all that it does. The post holder will make a major contribution to the delivery of its agreed purpose and underpinning values, these being:

Purpose:

“*Transforming the life chances of our communities.”*

*Values:*

*Togetherness - Working together to provide an outstanding experience for our learners, employers and communities.*

*Standards - High performance to enhance life chances and success of learners, communities and employers.*

*Sustainability - A beacon for sustainable development, educate, inspire and enhance quality of life.*

*Customer Care - Exceed the expectations of all by providing creative leadership, inclusivity and respect for people and their future.*

In summary terms a Lecturer’s duties will include formal scheduled teaching, tutorials and student assessment, delivery of learning programmes and contribution to curriculum development, involvement in student recruitment and enrolment activities, student admissions, educational guidance, pastoral care, preparation of learning materials and student assignments, marking of students' work, marking of examinations, supervision and contribution to the development of student visit programmes, research and other forms of scholarly activity.

This post holder will make an input into the development of South Staffordshire Colleges’ strategic aims and objectives especially in relation to the areas of accountability associated with this post. The post holder will have responsibility for ensuring that the College’s Strategic Aims and Objectives, Operating Statements and Business Plans are fully implemented and achieved within their area of accountability.

The post holder will also ensure that the College’s Quality Assurance and Improvement Arrangements are effectively supported. In liaison with the Curriculum Manager, the post holder will ensure that any measurement/audit processes and procedures are fully supported to enable accurate and timely information/data to be compiled. The post holder will identify any issues which are giving cause for concern within their area of accountability, so that appropriate action can be taken. The post holder will also ensure that information is supplied to the Curriculum Manager, Head of Faculty and/or the Director of Curriculum as requested.

The post holder will ensure that the area of their accountability provides a high quality service that meets the learning needs of the domestic and business communities of Southern Staffordshire and beyond.

**Scope of Responsibilities**

1. To support the delivery of high quality delivery in all aspects of our provision within the

remit of the Area of Learning including:-

* 14 – 19 Provision
* Key Skills, Functional Skills, and Basic Skills
* Employer Engagement
* Higher Education
* Adult and Community Learning
* Voluntary Sector Learning
* Tutorial activity
* Enrichment activity

1. To support learners through appropriate induction, personal support and to undertake initial assessments as required by College policies and procedures including requests for identified support as appropriate.
2. To prepare teaching and learning programmes to a high standard using appropriate individual and group techniques, including the effective use of e-learning activities and materials, which encourage active participation in learning.
3. To manage the learning process by creating an appropriate environment, plan and structure learning activities, communicate effectively and review the learning process with learners.
4. To measure learning and achievement through appropriate assessment methods, including on-site assessment if appropriate, and make use of assessment information.
5. To participate in internal verification processes, in accordance with College and awarding body requirements
6. To maintain all manual and IT based records and other learner progress tracking documentation as required by awarding bodies and/or the College.
7. To implement strategies that secure continuous improvement, in particular related to recruitment, retention, achievement, learner success and learner progression
8. To establish and maintain effective working relationships with learners and staff.
9. To contribute to quality improvement processes including the self assessment of the curriculum area, the College annual appraisal scheme and continuing professional development.
10. To proactively support the development of Employer Engagement and undertake duties, which may be outside “normal” working hours, related to student recruitment and the promotion of the College and its programmes

It is therefore clearly expected that those employed in this role will carry out their duties in a mutually supportive manner at all times.

**The priorities for the post holder at this time are to:**

* Consistently deliver a high quality learning experience which effectively challenges learners of all levels to reach their potential.
* Set and monitor individual targets for learners which lead to improved value added, high grade achievements and success rates.
* Promote equality and diversity through encouraging respect, widening access opportunities, supporting learners and enabling progression at all levels.
* Develop the use of ILT in the learning and teaching environment.
* Promote a culture of well-being and accountability through the themes of Every Child Matters, and sustainability.

1. **Purpose**

* To support the Curriculum Manager and Head of Faculty in the leadership and direction of the College in the successful achievement of its Purpose, Strategic Aims and Objectives.
* To make a contribution to the creation and maintenance of an ethos and inclusive culture of high quality and continuous improvement to develop the College to be the major provider of learning, education and training for the communities it serves across Southern Staffordshire and beyond.
* To make a contribution to the creation of a single responsive college that will provide easy access to a range of outstanding provision for adults, young people and businesses whilst promoting social inclusion and supporting economic prosperity for stakeholders within Southern Staffordshire and beyond.
* To work with the College and Senior Leadership Team to create a world-class college based on a federation of campuses to serve their respective local communities.
* To make an appropriate input to all aspects of curriculum planning, development and implementation, student recruitment and continuous improvement in the quality of our provision.
* To make a significant contribution to the creation and maintenance of an ethos that promotes equality of opportunity for both staff and students.

1. **Functions**

* To support the College Leadership Team, and Curriculum Managers in the implementation of measures designed to ensure that internal and external audit processes are effectively managed.
* To contribute to the risk management processes and the maintenance of a comprehensive risk register.
* To ensure that all aspects of health and safety legislation and internal requirements are fully complied with.
* To fully implement performance management policies, processes and procedures within the relevant area of accountability.

1. **Key Accountabilities in relation to:**

**Governance and Management**

* To support the Curriculum Manager in the strategic planning processes within the framework set by the Board.
* To ensure that the Curriculum Manager receives regular updates on progress towards the fulfillment of the College’s purpose and aims, and the achievement of its strategic plan.
* To implement the policies, procedures and processes and for reporting regularly upon their impact and consequences.
* To advise the Curriculum Manager of the requirements of the relevant awarding bodies and to ensure that relevant awarding body relationships are effectively managed.
* To advise the Curriculum Manager regarding the development of sustainable practice and curriculum.

**Academic and Business Development**

* To teach on a range of courses as required.
* To advise the Curriculum Manager in the determination of the academic and vocational provision and business development of the College, after consultation with stakeholders through appropriate structures and mechanisms.
* To encourage and support the development of a cohesive curriculum geared to meeting learners’ needs across the communities served by the college.
* To work with others to ensure that the college develops and maintains a broad range of appropriate curriculum that provides progression routes at all levels.
* To work with others to ensure that curriculum is developed to meet the priorities of funding agencies and to ensure that appropriate funding opportunities are secured
* To work with others to ensure the development and maintenance of provision that serves the needs of businesses.
* To work with others to develop and maintain a broad range of Higher Education provision, in liaison with SURF and other HE Institutions as appropriate.
* To support the development of “e-learning” to facilitate new methods of teaching and learning.
* To support the development of student support processes and procedures that ensure

that all learners have effective tutorial support, ensure their additional support needs

are met and have access to appropriate enrichment activities.

* Up-dating and sharing of resource, including e- learning materials, and other learning

and teaching tools

**Quality Management**

* Comply with, and the effective implementation of, corporate strategies, systems, policies

and procedures

* Participate in the setting and monitoring of targets for student recruitment, punctuality,

attendance, retention and achievement, and ensure action is taken to improve performance

and meet targets in line with the College Strategic Plan.

* Work with the MIS and Examination teams to ensure accurate recording of information

and timely information returns.

* Enthuse and inspire curriculum innovation and change.
* Work with Advanced Learning and Teaching Coaches to ensure the highest standards of

teaching and learning following the assessment and observation of teaching and learning.

* Contribute to curriculum self assessment and business planning through the systematic

review of learning programmes to ensure improvement and future development in line with

the Strategic Plan.

* Work with the Curriculum Manager to develop, implement and monitor development plans

to ensure continuous quality improvement.

* Participate in internal verification/moderation processes.

**Human Resource Management**

* To contribute to the creation of a culture that encourages debate, rewards innovation and fosters inclusiveness and productive team working.
* To participate in CPD which leads to skills improvement, vocational currency and improved opportunities for advancement.

**Physical and Financial Resource Management**

* To support the leadership team to ensure the proper and effective operation of all financial, planning and other management controls whilst ensuring efficient utilisation of physical and financial resources that safeguards public funds.
* To implement appropriate systems, within the College’s policies, for deploying public funds efficiently and for their intended purposes.
* To ensure that the Financial Memorandum is adhered to and that the College’s Financial Regulations and Procedures are understood and complied with at all times by those line managed and their subordinates.
* To support the development of the College estate strategy to ensure the accommodation meets the evolving needs of learners.
* To ensure the effective management of risk through the implementation and monitoring of related policies and procedures.
* To consistently implement health, safety and security policies, strategies and mechanisms which meet legislative and other best practice requirements and which provide a welcoming and safe learning environment in all College premises and campuses.

**External Links and Partnerships**

* To support partnerships and alliances with local communities, stakeholders, other education providers, employers, professional bodies and appropriate Government departments.
* To help instill and develop a dynamic, innovative and entrepreneurial culture in the College to enable it to adapt to external changes, respond to opportunities, maximise income generation and maintain a position at the forefront of emerging education strategies and initiatives.

**Marketing and Recruitment of students**

* Contribute to College’s marketing activities to achieve recruitment targets.
* Work in partnerships with admissions to ensure the successful recruitment of learners.
* Participate in learner enrolment, initial assessment and induction, and monitor follow-up

action to ensure the student is enrolled on the right course first time.

* Work with internal and external partners to widen participation

**Support for Students**

* Participating in the implementation of the College’s Tutorial Policy.
* Agreeing and monitoring individual and group targets.
* Monitoring, tracking and reporting the progress of individual learners to ensure their needs

are met.

* Ensure the implementation of the College’s Basic Skills Strategy.
* Liaise with Student Services, Careers and Guidance, and Learning Services Support teams

to ensure that students receive maximum benefit from these services.

* Ensure full implementation of the College’s policies and procedures relating to attendance

punctuality and behavior management.

**Sustainable Development**

* South Staffordshire College is committed to a policy of best practice to assist in building a sustainable way of life by taking a positive, solutions-orientated approach. All post holders are encouraged to contribute through their roles to improving the environment, for the College, our stakeholders and the wider community.  Details of policy, information and the staff development supporting the policy on environmental sustainability will be promoted through the website and various College communication channels

**4 Other Duties**

* To fully support the leadership team through the preparation for and during the inspection period.
* To undertake such other duties as the Chief Executive Principal may, from time to time, determine in consultation with the post holder to ensure the continued existence, viability and progress of the College*.*

**2025 Behaviours**

All employees have a role to play in creating and maintaining a positive experience for all our learners, staff and clients, and as such, all employees will be asked to display the 2025 behaviours that have been developed in consultation with our learners and staff.

This specification is current at August 2013 and is representative of the range of duties/responsibilities expected of the post. The duties and responsibilities are neither static nor exhaustive and are liable to variation to reflect any future changes required of this post, as determined by the Chief Executive Principal.

**Lecturer Person Specification**

|  |  |  |
| --- | --- | --- |
|  | **Essential** | **Desirable** |
| Qualifications | Teaching Qualification to Level 4.  Academic, or willingness to work towards vocational, or professional qualification to Level 4 or above.  Level 5 qualification in Maths and English or willingness to work towards  Active and up to date CPD record. | Assessors qualification |
| Experience | Lecturing experience or experience of learning delivery of functional/key skills.  Experience of supporting strategic and operational plans.  Successful operation of working towards and achieving targets | Development of a high performance culture.  Effective support for learners through tutorial. |
| Knowledge | Current further education funding methodologies.  Sector driven initiatives and current thinking.  Current Government initiatives. | Specialist knowledge on FE issues.  Specialist knowledge of HE issues.  Understanding of the Articles & Instruments of Governance.  Understanding of HR management.  Understanding of Estates & Facilities. |
| Personal Attributes | Verbally fluent.  Ability to influence and persuade others.  Ability to create and maintain a team spirit.  Effective in problem solving.  Professional credibility.  An effective networker.  Personal warmth, openness and sensitivity.  Highly motivated to personal and team achievement.  Company loyalty.  Innovative and creative. | Ability to inspire others.  Visionary. |
| Skills | Ability to use logic and information to achieve goals.  Effective use of ILT.  Computer literacy.  Ability to give effective feedback to develop learning.  Ability to plan learning programmes to meet individual and group needs.  Ability to use resources effectively.  Able to priorities work to ensure achievement of goals. |  |
| Safeguarding | Enhanced DBS Clearance.  Motivation to work in an environment with children and young people.  Ability to form and maintain appropriate relationships and personal boundaries in an environment with children and young people.  Emotional resilience in working with challenging behaviours.  Willingness to use authority and maintain discipline in an educational environment. |  |