



JOB DESCRIPTION

Criminology, Psychology, and Public Services Lecturer

INTRODUCTION



OUR VISION

Careers focussed education inspiring learners to create their future.

OUR MISSION

To deliver outstanding technical and professional learning, which raises aspirations, develops skills and creates futures

OUR VALUES

Defining our values:

EXCELLENCE

- The quality of being **outstanding** or **extremely good**.
- Having **outstanding features** and/or **qualities**.

We show excellence by:

- Having high aspirations and expectations for ourselves and those around us.
- Celebrating and valuing expertise and mastery at all times.
- Recognising that personal responsibility affects our ability to fulfil our potential, embracing opportunities to grow and develop our knowledge and understanding.

Waltham Forest College 

Defining our values:

INCLUSION

- Including **all types** of people and ideas, treating them **equally** and **fairly**.
- Providing equal access to **resources** and **opportunities**.

We show inclusivity by:

- Ensuring that everyone feels welcomed and valued and is allowed to be their true, authentic self.
- Not just recognising, but celebrating the diversity of our community, ensuring that everyone has a voice.
- Making sure that everyone has equal access to what the College does.

Waltham Forest College 

Defining our values:

INTEGRITY

- The quality of being **honest** and having **strong moral** principles.

We show integrity by:

- Acting with honesty at all times, taking responsibility for our own actions.
- Always doing the right thing, especially when no one is looking.
- Demonstrating professionalism, working to fulfil our moral purpose - especially when times are challenging.

Waltham Forest College 

JOB DESCRIPTION

This Job Description sets out the organisational position, reporting lines, key accountabilities and relationships.

Post	Lecturer – Criminology, Psychology and Public Services
Department	Public Services
Pay Spine	Teaching and Learning SP 21-37
Post Reports To	Head of Industry Pathways and Placements

POST OUTLINE:

The main purpose of the job is to teach students to maximise their success. To design, develop and produce learning and teaching material and deliver either across a range of modules or within a subject area. Lecturers will ensure the efficient strategy, policy and procedures, contribute to activities which influence leading edge practice in a way that engages, inspires and leads to high achievement.

KEY RESPONSIBILITIES

1. To monitor, evaluate and improve the quality and effectiveness of learning programmes, sessions and own practice.
2. Maintains and provides records and statistical checks in relation to own teaching, including enrolment checks, attendance records and the like

MAIN RESPONSIBILITIES

1. Exam Preparation and Assessment: Prepare students for exams, mark classwork, homework, and mock exams. Monitor student progress and contribute to curriculum development where appropriate.
2. Quality Assurance: Utilise knowledge of internal quality assurance with awarding bodies such as NCFE, WJEC, and BTEC.
3. Subject Expertise: Adapt lesson plans to meet industry requirements and awarding body standards, using your subject matter expertise in Criminology.
4. Organising Educational Trips and Work Experience: Plan visits to law firms and courtrooms, support the Duke of Edinburgh Award, and collaborate with external partners such as the Metropolitan Police and London Fire Brigade to arrange work experience and guest speakers.
5. Residential Trips: Participate in both UK and abroad residential trips, offering flexible support.
6. Teaching and Tutoring: Engage in teaching and learning activities, including tutoring as agreed.
7. Resource Preparation and Assessment: Ensure learning materials are prepared and assessments and assignments are conducted timely.
8. Administrative Duties: Undertake administrative tasks and provide reports and statistics on student and teaching matters.

9. Curriculum Development: Contribute to the development of curricula and learning activities, emphasizing literacy, numeracy, and equality and diversity.
10. Safeguarding Responsibilities: Understand and fulfil personal responsibilities related to safeguarding.
11. Staying Updated: Keep abreast of current issues, changes, and policies in the educational sector.
12. Proactive Participation: Engage proactively in meetings and training sessions as agreed with the curriculum area.
13. Literacy and Numeracy Delivery: Deliver literacy and numeracy instruction as part of the teaching role.

Skills & Knowledge

Waltham Forest College is committed to inclusivity and encourages applications from individuals who can contribute effectively to this role. Ideal candidates will possess:

14. Empathy: A compassionate approach to addressing student needs and challenges.
15. Student-Centered Approach: A dedication to prioritizing students' educational experiences.
16. Passion for Public Services: Enthusiasm for the fields of Law, Criminology, and Public Services.
17. Academic Background: A degree in Law, Criminology, or a related subject.
18. Teaching Qualification: Possession of, or willingness to work towards, a recognized teaching qualification.
19. Enrichment Participation: Willingness to participate in and lead activities that enhance the student experience.

GENERAL

20. Promotes and implement all College policies, particularly those which refer to health & safety, equality of opportunity and Safeguarding young people and vulnerable adults.
21. Participates in College programmes of staff appraisal and continuing professional development.
22. Develop effective working relationships internally and with external partners.
23. To operate at all times in line with the College's values and behaviours.
24. Undertakes other duties as may reasonably be required in the interests of the efficient functioning of the College.

PERSON SPECIFICATION

Essential/Desirable criteria will be identified at*			
	AF	I	A
EDUCATION AND TRAINING			
Relevant degree/professional/vocational qualification at Level 3 or above	E		
Level 2 (or above) English qualification	E		
Level 2 maths qualification	E		
Teaching qualification in line with current FE requirements, or the willingness to obtain one	E		
Attendance at recent training and updating events in the relevant area	E		
EXPERIENCE			
Teaching or training experience	E		
Significant experience within a relevant profession/subject area	E	E	
Understanding or experience of promoting and embedding widening participation, inclusive learning and equal opportunities	E	E	
Experience of administration and organisation to ensure the achievement of deadlines	E	E	
Experience of continuous quality improvement	E	E	
Experience of contributing to a curriculum area to ensure high quality outcomes as measured by recruitment, retention, achievement and progression		D	
Experience of curriculum development		D	
SPECIAL ABILITIES AND APTITUDE			
Computer literacy and IT skills	E	E	
Possession of excellent communication skills (oral and written)	E	E	E
Ability to deliver a good or outstanding learning session	E		E
Commitment to putting learners and learning at the forefront of all actions	E	E	
Ability to use an appropriate range of learning resources to promote high quality teaching and learning		E	E
Ability to work collaboratively and supportively as part of a team		E	
Ability to work both under direction and on personal initiative		E	
Aptitude for proactive identification and solution of problems and barriers to effective working		E	
Ability to identify the appropriate support for the language, literacy and numeracy needs of learners	E	E	
Ability to work under pressure and meet targets and deadlines		E	E
Ability to adopt a customer/learner orientated approach	E	E	E
OTHER REQUIRMENTS			
Commitment to safeguarding and promoting the welfare of children, young people and vulnerable adults	E	E	
Commitment to working with diversity and a range of ability levels	E	E	
Commitment to the highest possible levels of health and safety for students, staff and others	E	E	
Flexible approach to hours and duties		E	
Ability and willingness to undertake continuous professional development	E	E	
To have strong sense of purpose and the drive to achieve agreed goals		E	

* **Key:** AF = Application Form, I = Interview, A = Assessment