

Loughborough College

Job Description

1. Job Details

Job Title:	Lecturer in A level Sociology and Level 3 Criminology
Department:	Sixth Form
Reporting To:	Curriculum Manager
Competency Level:	Teaching 2
Pay Grade:	G3/G4
Date of Job Evaluation:	May 2018
Annual Salary (FTE):	£25,591 - £31,245 per annum
Date:	August 2021

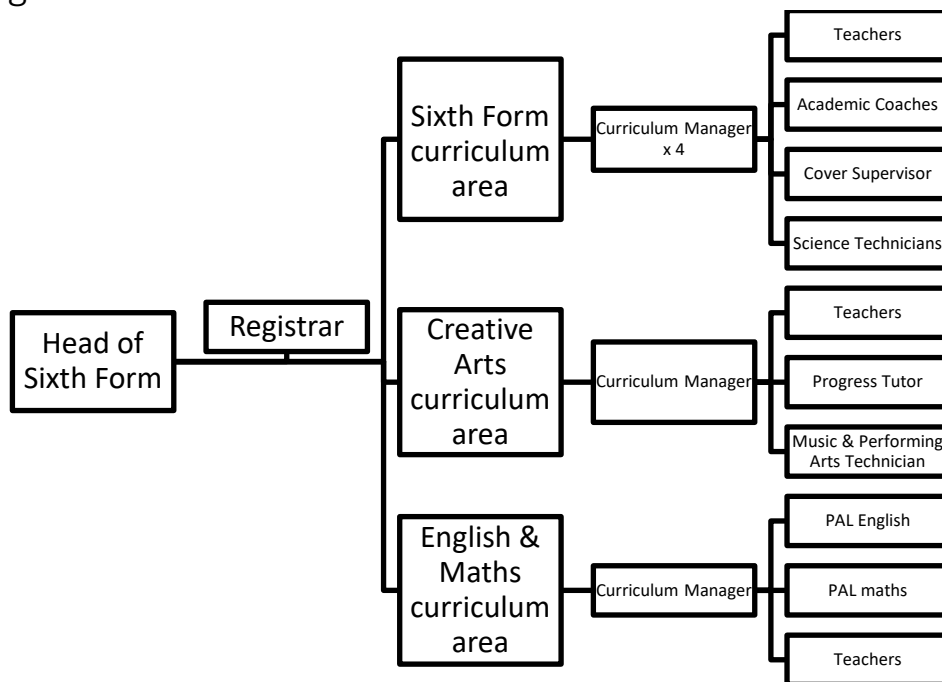
2. Job Purpose

To deliver inspirational teaching and learning. To support learners to succeed.

3. Dimensions

Not applicable

4. Organisation chart



5. Diversity and Inclusion

Loughborough College is committed to operating with Fairness, Respect, Equality, Diversity, Inclusion and Engagement at the heart of its organisation.

F – Fairness – All stakeholders to be treated fairly, consistently and equally within Loughborough College and any place associated with Loughborough College by ensuring everyone has a voice and will be listened to.

R -Respect – All stakeholders will be treated with mutual respect and decency throughout their time at Loughborough College.

E – Equality – All stakeholders will be given the same opportunities throughout their time at Loughborough College. They will be treated, and are expected to treat others with the same values and behaviours in every aspect of Equality the college works towards..

D – Diversity – Loughborough College will work towards being a diverse College by ensuring all people are represented and have role models to aspire to. A diverse College will ensure better success in learning outcomes and workplace satisfaction.

I – Inclusion – Loughborough College will create an environment that is truly inclusive by celebrating everyone’s individuality and ensuring everyone is protected and safe to be their full selves.

E – Engagement – Loughborough College will ensure a more diverse and engaged workforce, student population and other stakeholders’ relationship by ensuring effective communication, representation, feedback and collaborate working of all groups, at all levels.

6. Key Responsibilities

Core Responsibilities

- To promote the College’s vision, mission and strategic objectives and to promote the values and behaviours which underpin them at all times.
- To act as an ambassador for the college in dealings with all external agencies (other colleges, funding bodies, suppliers, learners, parents and employers) and to maintain the highest standards of professional conduct.
- To promote Loughborough College and its subsidiaries as the first choice destination for students, employers and staff alike.
- To proactively promote equality of opportunity in all aspects of the work role and to assist in the leadership and management of compliance to the agreed Health & Safety policy and practice.
- To promote a positive approach to security and discipline within the College community.

Role Specific Responsibilities

- To teach AQA A Level Sociology
- To teach the Level 3 Certificate and Diploma in Criminology (EDUQAS/WJEC)
- To prepare and plan innovative and effective lessons – both inside a classroom and via remote technologies

- To assess learners progress and report on when required
- To track and monitor learner progress to identify those ‘at risk’
- To provide effective intervention strategies to ensure the success of all learners
- To support and coach learners
- To contribute to the development of the curriculum
- To operate and comply with the College’s administrative systems and quality assurance systems standards
- To continuously develop and update own personal, professional, teaching and specialist skills and competences including the use of digital technologies
- To attend and actively participate in team meetings and in planning, recruitment and consultation events.
- To actively support and promote the College’s commitment to equality of opportunity and diversity
- To promote and safeguard the welfare of children, young people and vulnerable adults
- To promote British Values and adhere to the PREVENT strategy as necessary
- To modify duties and responsibilities as required by Curriculum Manager and other members of the Sixth Form Management Team

7. Key Result Areas

Action	Result
Deliver inspiring teaching and learning	Ensure the success of all learners
Monitor the performance of learners against target grades and implement intervention strategies as appropriate	Ensure the success of all learners
Fully engage with the personal tutorial programme, providing excellent support and guidance	All learners supported to achieve.

8. Key Working Relationships and Communications

Internal: Learners, teaching and support team, Programme Area Lead, Curriculum Manager, Head of Department

External: Parents and other stakeholders

9. Scope for Impact

Not applicable

10. Competency profile

The following profile is a description of the required competencies of the role:

Working with Excellent People	Responsiveness
Inspires people to reach great heights of performance and success through leadership. Effectively manages team to deliver a service, providing clear direction and support. Increases employee engagement Communicates with impact and sophistication; adapts style and uses varied media to meet different audience needs.	Handles change with responsiveness and adaptability. Looks for opportunities to do own job better; puts forward ideas. Always considers longer term impact of own tasks Uses a structured and collaborative approach to solving problems in own and related work areas. Reaches clear, definite and timely decisions based on thorough understanding of the facts and an eye to their practical implications. Multi-tasks and consistently delivers own and team objectives on time and to standard.
Ensuring Financial Sustainability	Self-Awareness
Works efficiently; makes best use of the College's resources. Own work consistently contributes to the strategic aims of the College.	Maintains a healthy and safe environment for College people and visitors. Swiftly implements changes to keep up with legislation and best practice. Improves diversity, equality and inclusion in own area; challenges inappropriate behaviours. Understands self and others; communicates with sensitivity; handles difficult people and events effectively.
Delivering Excellent Quality	
Anticipates customer needs; prevents poor service; delivers consistently high quality service. Credibly represents the College by demonstrating a superior knowledge of subject area - current and related topics. Takes ownership for own development, supports that of others and develops beyond own role. Uses online collaboration and networking as a means of developing, exchanging and communicating information.	

11. Knowledge, Skills and Experience (Person Specification)

QUALIFICATIONS		ESSENTIAL	DESIRABLE	HOW ASSESSED
1.	Possess a full teaching qualification, e.g. PGCE, Cert. Ed, DTLLS or willingness to complete this	•		Application/ Certificates
2.	Possess a degree (or equivalent) in a relevant subject area	•		Application/ Certificates
3.	Possess qualifications in Maths and English Levels 4-9 (GCSE Grades A-C) or equivalent	•		Application/ Certificates
EXPERIENCE				
4.	Teaching experience in A Level Sociology	•		Application
5.	Teaching experience Level 3 Criminology		•	Interview
6.	Experience of teaching other A-Level subjects		•	Interview
7.	Experience of having been a personal tutor or mentor		•	Interview
SKILLS & KNOWLEDGE				
8.	Understanding of the AQA A Level Sociology specifications and assessment methods	•		Interview
9.	Understanding of the Level 3 Criminology specification and assessment methods	•		Interview
10.	Competency working with digital technologies such as Microsoft Teams	•		Application/ Interview
11.	To be able to identify and implement appropriate interventions to assist learners who are at risk of underperforming	•		Application/ Interview
12.	Be able to work effectively as a team member	•		Interview
13.	Ability and interest to keep up to date with developments in subject areas and teaching pedagogy	•		Interview
14.	Excellent planning, administration and organisational skills	•		Application/ Interview
15.	Solid experience of having delivered success for students at Level 3	•		Application/ Interview
16.	To have an understanding of Alps and Value Added		•	Interview
17.	Be able to work flexibly and under pressure, and to deadlines	•		Interview
BEHAVIOURS				
18.	Demonstrate a commitment to self-development		•	Interview
19.	Demonstrate a commitment to equal opportunities, diversity and inclusion; the promotion of British values and an awareness of the requirements of the PREVENT strategy.	•		Interview

20.	Awareness of safeguarding and child protection regulations and requirements, ensuring the protection and wellbeing of our students	•		Interview
21.	Comply with professional standards at work	•		Interview

Notes

A satisfactory Enhanced Disclosure & Barring Service check is required for this post. Loughborough College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

1. Loughborough College retains the right as a condition of your employment to require you to undertake such other duties as may be expected of you in the post mentioned above, or in a similar post within the College.
2. This job description and person specification was prepared in August 2021 and may be amended in light of changing circumstances following discussion with the post holder.

12. Job Description Agreement

Job Holder Signature		Date	
Manager Signature		Date	