

Job Title: Lecturer A
Responsible to: Head of Department

Main duties:

Teaching, Learning and Assessment

1. To ensure that students achieve their academic potential by contributing to the effective planning, outstanding delivery and implementation of formative and summative assessment in line with the awarding body requirements and the College Learning Framework
2. To develop and deliver best practice in learning, teaching and assessment
3. To keep up-to-date with curriculum initiatives, development of standards and general developmental and professional issues relating to the delivery of learning in your area
4. To assess students' work in accordance with the College and departmental assessment policies and awarding body requirements
5. To assess and record students' progress systematically using the recognised College systems and to use assessment to inform planning of lessons and homework to support students to achieve their academic potential
6. To mark and return work to students in accordance to departmental policies, providing constructive oral and/or written feedback that clearly indicates strategies for improvement and progress against individual targets
7. To actively respond to strengths or areas for development from students' assessment results and to use this information to incorporate strategies to improve student performance and success rates whilst enhancing the learning experience
8. To provide accurate and regular feedback on student progress and outcomes to managers and students and to use this information to continuously improve teaching and learning
9. To monitor and manage student attendance and promote positive behaviour for learning, following college procedures for any unacceptable behaviour
10. To implement quality procedures, contributing to thorough, evaluative programme reviews which feed into the self-assessment process
11. To complete documentation, appropriate records of learner performance and administration associated with role and responsibilities
12. To undergo continuous professional development as appropriate and directed
13. To assist in the implementation of pastoral and welfare systems for students, including induction, recording achievements and action planning
14. To act as a Personal Tutor when required, providing advice and guidance in pastoral and welfare matters to assigned students in line with College procedures
15. To contribute to Open Evenings and other school liaison activities to promote your subject area and enthuse students to come to Wigan and Leigh College
16. To undertake course co-ordination as required

Other Responsibilities:

17. To uphold College policies and procedures, promoting those specifically applicable to this area of work, including Equality & Diversity and to work actively to create an ethos that promotes equality, celebrates cultural and academic diversity and ensures the inclusion of students of all abilities, including those with special educational needs
18. To comply with Health & Safety policies and procedures and attend training as requested
19. To comply with the college's own safeguarding policy and practices and attend training as requested
20. To keep up to date, so far as necessary, for the efficient executing of the job, with new legislation, procedures and techniques and attend relevant mandatory training
21. To attend CPD activities at the College and actively contribute to sessions, sharing best practice and openly learning from colleagues outstanding practice
22. To be conversant with and participate in activities and developments at college, regional and national level which are relevant to the post
23. To present and promote an appropriate public image in representing the college
24. To work flexibly as directed by the line manager
25. To travel as required for the role and to work flexibly outside of normal office hours in line with business need
26. To undertake any other duties as may reasonably be required commensurate with the post

Qualifications

- GCSE maths and English grade C qualifications or recognised equivalent to be attained within the probationary period
- Degree or vocational qualification at the appropriate level in a relevant subject
- Possess an appropriate recognised teaching qualification or to obtain within 2 years of the first available course

Knowledge

- Relevant and current subject knowledge
- Knowledge and understanding of excellent teaching, learning and assessment practices and quality assurance

Competencies

- Effective communication skills and able to work flexibly as part of the College team
- ICT competent/e-learning/ILT
- Able to act as a pastoral tutor

January 2017

This job description is current at the above date. In consultation with the post holder it is liable to variation by the College to reflect actual, contemplated or proposed changes in or to the job.