

## **JOB DESCRIPTION**

**JOB TITLE:** Lecturer in Teacher Education and Training

**DEPARTMENT:** Teacher Training

### **OVERALL PURPOSE OF JOB:**

The Lecturer in Teacher Education and Training will contribute to the intellectual life of the Higher Education Faculty and the wider institution. They will make contributions to student education and experience through curriculum development and the delivery of high-quality teaching activities in the appropriate subject area.

Bishop Burton College includes the Riseholme College campus and the postholder may be required to carry out duties at both campuses.

The following list of duties and responsibilities is not meant to be exclusive. It should be taken as an indicator of the type and level of activity expected of this post. The list does not represent either priorities or frequency of tasks and should be regularly updated by the post holder in consultation with and agreement of their line manager.

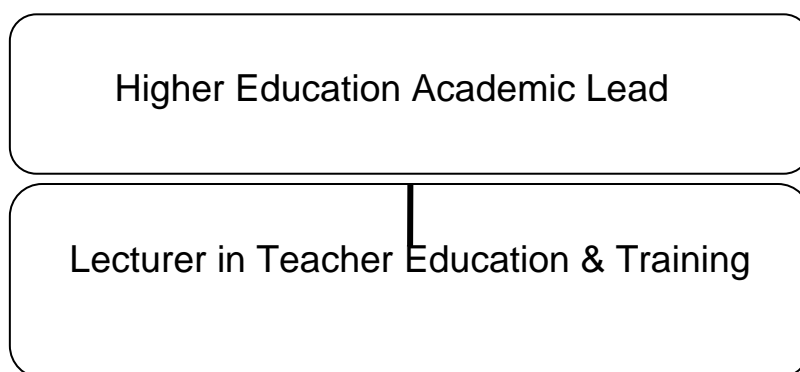
### **MAIN DUTIES & RESPONSIBILITIES:**

1. To assure the quality of the student learning experience by effective delivery of formal scheduled teaching and tutorials paying due regard to learner continuation, completion and progression.
2. Work effectively within teams responsible for devising, reviewing and maintaining effective management of learning programmes taking into account intent, implementation and impact.
3. Ensure learners are gaining, applying and refining the knowledge and skills set out in the ITE curriculum.
4. Challenge thinking, foster debate and develop the ability of students to engage in critical discourse and rational thinking.
5. To record in an accurate and timely manner data and information, including registers, withdrawals, transfers, assessments, examination results and learner progress.
6. To keep up to date with academic/vocational subjects, develop and maintain links with industry, curriculum development, and assessment requirements relevant to the areas of teaching and competence.
7. Contribute to Quality Assurance processes in college, including Annual Programme Review and Self- Assessment.
8. Take an active role in college marketing activities including advice and guidance of learners, and attendance at promotional events.
9. To develop existing and initiate new curriculum development with college managers/programme teams.
10. Undertake research and other forms of scholarly activity as required.
11. Employ innovations in teaching and learning, to meet the learning needs of students, through the development of teaching materials, forms of pedagogy, or appropriate teaching collaborations.
12. In conjunction with college managers set and monitor targets in relation to recruitment, enrolment, retention, achievement, attendance and other teaching and learning outcomes.
13. Ensure appropriate monitoring arrangements are in place for tracking progress of learners including those with SEND.
14. Establish effective contact with learners, parents/guardians, employers, validating bodies, external verifiers/examiners.
15. Contribute to a sensitive and supportive approach to equality, diversity and inclusion.
16. Remain current with and understand the implications of the inspection and quality frameworks of OFSTED, OfS and QAA.

17. To perform such other duties as reasonably correspond to the general character of the post and are commensurate with its level of responsibility.
18. Take part in all staff College events such as Spring Live.

The College is committed to safeguarding and promoting the welfare of children, young people and adults at risk of harm and expects all staff to share this commitment. **All staff** are in a position of trust and therefore have a responsibility to promote and safeguard the welfare of children, young people and adults at risk of harm in accordance with the nature of this post. A Disclosure & Barring Service check is carried out for all relevant appointments.

## POSITION IN COLLEGE



## PERSON SPECIFICATION

	Essential	Desirable	Method of Assessment
<b>Qualifications / Training</b>			
<ul style="list-style-type: none"> <li>Teaching qualification</li> <li>Driving Licence</li> <li>Qualified Teacher Status (QTS/QTLS)</li> <li>Postgraduate qualification in Teacher Training</li> <li>TAQA/Internal Verifier qualifications.</li> <li>First Aid</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> </ul>	Application Interview
<b>Experience</b>			
<ul style="list-style-type: none"> <li>Minimum 5 years teaching experience</li> <li>Teaching at HE Level</li> <li>Teacher Training</li> <li>Managing courses</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> <li>✓</li> </ul>	Application Certificates
<b>Skills / Special Knowledge</b>			
<ul style="list-style-type: none"> <li>Teacher Training</li> <li>Child Protection Issues</li> <li>Able to form and maintain appropriate relationships and personal boundaries with young people</li> <li>Knowledge of research within specified areas</li> <li>Information communication technology</li> <li>Apprenticeships</li> <li>Quality Frameworks for HE, such as the EIF.</li> <li>Ability to evaluate own teaching and learning</li> <li>Ability to offer appropriate levels of support to learners</li> <li>Effective communicator</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> <li>✓</li> </ul> <ul style="list-style-type: none"> <li>✓</li> <li>✓</li> <li>✓</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> <li>✓</li> </ul>	Interview  References
<b>Disposition</b>			
<ul style="list-style-type: none"> <li>Flexible</li> <li>Enthusiastic</li> <li>Innovative</li> <li>'Can do' attitude</li> <li>Able to work to deadlines</li> <li>Motivation to work with children and young people</li> <li>Emotional resilience in working with challenging behaviours and appropriate attitudes to use of authority and maintaining discipline</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> </ul>	Interview References
<b>Other</b>			
<ul style="list-style-type: none"> <li>Knowledge of the PREVENT Duty</li> <li>Fit for the duties of the post</li> <li>DBS check carried out on appointment</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> </ul>	Medical Report  DBS application made by College for successful candidate
<b>Special Interests</b>			
<ul style="list-style-type: none"> <li>Encouraging people to learn and teach effectively</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> </ul>		Interview