

Job Description: Lecturer/Assessor

Title:	Lecturer
Grade:	Lecturer 21-29* <i>progression through spine points 27-29 inclusive conditional on holding or being enrolled on Cert Ed, DTTLs or PGCE and have current timetabled teaching.</i>
Activity:	Regulated
Contact Hours:	Annual maximum: 865-1080 hours
Responsible to:	Head of Faculty

Job Purpose:

To provide an outstanding learner experience through teaching, training, reviewing and assessing learners, enabling timely achievement.

Main Responsibilities:

1. Provide Teaching, Training, Learning and Assessment
- 1. Teaching, Learning and Assessment**
 - 1.1 Participate in the interviewing, enrolment/activation and induction of learners.
 - 1.2 Provide teaching and learning whether in a classroom, a workshop, an employer's location or other work environment.
 - 1.3 Prepare schemes of work, lesson assessment & IV plans.
 - 1.4 Coordinate and prepare for EV visits, IQA and end point assessments.
 - 1.5 Take responsibility as framework lead as / when required.
 - 1.6 Identify any changes in the WBL curriculum offer (out of date or new courses) and work with Business Solutions and Head(s) of Faculty to implement necessary changes.
 - 1.7 Work with the Faculty Programme Leads and Work Based Tutors in the same subject area to ensure maximum efficiencies and standardization for all learners and apprentices.

- 1.8 Provide ongoing assessment and feedback to learners by setting and marking work both relevant and appropriate to the course, including in the workplace where required.
- 1.9 Provide appropriate academic and/or vocational support to individual learners, referring them, where appropriate, to other agencies.
- 1.10 Contribute to the wider enrichment of learners and support students' pastoral needs.
- 1.11 Contribute to the maintenance of an effective, efficient and professional learning environment.
- 1.12 Ensure resource material and teaching reflect best practice, contributing to the quality of provision as measured by retention, attendance, success rates, grades and value added.
- 1.13 Participate in appropriate quality assurance procedures.
- 1.14 Prepare learners for a range of accreditation and assessments.
- 1.15 Maintain accurate and detailed student records including the writing of reports and references.
- 1.16 Set and monitor Personal Targets and eILPs according to Faculty and College Policy.
- 1.17 To track the progression of learners, including work place reviews, to ensure timely achievement.
- 1.18 Provide specialist advice to learners and organisations regarding vocational and work based qualifications, delivery and progression options.
- 1.19 Keep up to date with curriculum advancements and ensure all programs are relevant and fully funded.
- 1.20 Participate in open evenings, recruitment, trade events, conferences and other marketing events.

2. **Additional Duties**

- 2.1 Promote a teaching, learning and working environment that is free from discrimination and where all students and staff are encouraged to express their individuality.
- 2.2 Be responsible for safeguarding and promoting the welfare of learners.
- 2.3 Undertake such additional duties as may be reasonably required commensurate with the level of responsibility within the College at any of the College's sites or place of work.
- 2.4 Promote and conduct your professional duties and responsibilities within the parameters of the College's agreed values and aims.

Person Specification

Lecturer/Assessor

Criteria		How Evaluated	
		Application	Interview
Experience	Essential:		
	Recent experience working within the relevant industry	✓	✓
	Working effectively within a team to meet shared objectives	✓	✓
	Using own initiative to drive forward work		✓
	Teaching or training young people and adults	✓	✓
	Desirable:		
	Experience delivering bespoke courses to a range of partners	✓	✓
	Experience of developing training solutions	✓	
	Achieving targets	✓	
Skills and Abilities	Essential:		
	Good communication skills (at all levels)		✓
	Ability to inspire young people & adults	✓	✓
	IT Literate – use of databases, competent user of Microsoft office (Word, Excel, Access and Power point)	✓	✓
	Driving Licence held for 2 years with no more than 6 points.	✓	
	Ability to record and report on progress towards complex data sets	✓	✓
	Desirable:		
	Attention to detail	✓	✓

Criteria		How Evaluated	
		Application	Interview
Qualifications	Essential:		
	Recognised vocational qualification at level 3 or above.	✓	
	Willingness to complete the Cert Ed within 3 academic years of joining the college	✓	
	Willingness and commitment to work towards and achieve TAQA (A1 and or V1 or equivalent)	✓	
	GCSE English & Maths at C grade or above (or equivalent)	✓	
	Desirable		
	Teaching qualification (DTLLS / Cert Ed / PGCE)	✓	
	TAQA (A1 and V1 or equivalent)	✓	
Personal Qualities	Essential:		
	Enthusiasm and drive for subjects taught	✓	✓
	Excellent time management	✓	✓
	Desirable:		
	Passion for teaching and assessment and learning in the life-long sector	✓	✓
Mandatory Requirements	Essential:		
	Commitment to safeguarding and promoting the welfare of children and vulnerable adults in College		✓
	Commitment to equal opportunities		✓

Exeter College Values

At Exeter College we are committed to being an exceptional College. Therefore all employees will be expected to demonstrate our Exeter College Values.



VISION

To be an exceptional college.

MISSION

To shape the future of education by delivering excellence in all aspects of our work, in order to realise the ambitions of our learners, city and region.

