



## **JOB DESCRIPTION**

<b>Title:</b>	Associate Lecturer
<b>Grade:</b>	Associate Lecturer
<b>Activity:</b>	Regulated
<b>Contact Hours:</b>	<b>Variable hours</b>  Annual maximum: 1080 hours, weekly maximum; 30
<b>Responsible to:</b>	Head of Faculty

### **Job Purpose**

Provide an outstanding student experience through teaching, learning and assessment, enabling students to maximise their potential.

### **Main Responsibilities**

1. Provide teaching, learning and assessment.
- 1. Teaching, Learning and Assessment:**
  - 1.1 Participate in the interviewing, enrolment and induction of students.
  - 1.2 Provide teaching and learning whether in a classroom or a workshop.
  - 1.3 Prepare schemes of work, lesson and assessment plans.
  - 1.4 Provide ongoing assessment and feedback to students by setting and marking work both relevant and appropriate with the course.
  - 1.5 Provide appropriate academic and/or vocational support to individual students, referring them, where appropriate, to other agencies.
  - 1.6 Contribute to the wider enrichment of students and support student's pastoral needs.
  - 1.7 Contribute to the maintenance of an effective, efficient and professional learning environment.

- 1.8 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.
- 1.9 Participate in appropriate quality assurance procedures.
- 1.10 Prepare learners for a range of accreditation and assessments
- 1.11 Maintain accurate and detailed student records, including the writing of reports and references.
- 1.12 Set and monitor Personal Targets and eILPs according to Faculty and College Policy.
- 1.13 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 students.
  - 2.2 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.
  - 2.3 Promote and conduct your professional duties and responsibilities within the parameters of the College's agreed values and aims.

**PERSON SPECIFICATION: ASSOCIATE LECTURER – FOUNDATION STUDIES**

	<b>Essential</b>	<b>How Identified*</b>	<b>Desirable</b>	<b>How Identified*</b>
<b><u>Experience</u></b>	Experience of teaching in Further Education.  Experience of teaching Entry, Level 1 and GCSE programmes.	A  A		
<b><u>Skills &amp; Abilities</u></b>	Excellent verbal and written communication skills.  Planning, organisation and time management skills.  Ability to motivate and inspire learners.  Ability to work to deadlines.  Administrative and record keeping skills.	A/I  A/I  A/I  A/I  A/I	Demonstrable IT competency.	A/I
<b><u>Qualifications</u></b>	Teaching qualification or willingness to work towards one.	A	Professional or academic qualification appropriate to subject area.	A

<b><u>Personal Qualities</u></b>	Flexible approach to working arrangements.	I	Willingness to undertake further training if necessary.	I
	<b>Essential</b>	<b>How Identified*</b>	<b>Desirable</b>	<b>How Identified*</b>
<b><u>Mandatory Requirements</u></b>	Commitment to safeguarding and promoting the welfare of children and vulnerable adults in College  Commitment to equal opportunities	I  I		

\*Key: A = Application Form

I = Interview