JOB DESCRIPTION

POST TITLE: LECTURER IN CATERING – HMP LEWES
POST NUMBER: WREQ1959
GRADE: ACADEMIC SPINE

JOB PURPOSE

Are you looking for a career where you can change lives? Are you an aspiring or qualified teacher looking for a new challenge? In this role you will have an outstanding opportunity to positively enhance learners' lives through teaching at HMP Lewes. You will be an inspiring and resilient practitioner with a desire to make a difference.

KEY RESPONSIBILITIES

To deliver a high quality curriculum delivering Catering courses or an alternative as led by the Weston College management team and to carry out all tasks associated with teaching including but not limited to:

- Organisational and administrative work
- Preparation, assessment and marking
- Developing and maintaining a full course file including comprehensive scheme of learning and lesson planning.
- Developing and completing ILPs and contextual statements to monitor individual learner progress.
- Accurately completing registers, learner enrolments and completions.
- Participation in all team meetings and continued professional development.
- Developing positive learner experience on all courses.
- Manage learner behaviour and challenge negative behaviour appropriately, following prison processes.
- Enriching learning through additional projects and broader activity beyond the qualification delivery.
- Differentiation of learning to meet individual learners' needs including providing extra support for learners with LDD needs.
- To actively market and promote Prison Education and recruit learners to courses.

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• To contribute to Weston College Prison Education Framework and the prison's administration as required.

• To participate in staff appraisal and related activities and undertake staff development and training arising from this or from the needs of Weston College Prison Education.

• To complete evaluation and course reviews including monitoring and review of achievement and retention data specific to your course delivery.

• To assist with the capture of student data relating to retention rates, examination and other assessment results, student progress and student satisfaction surveys.

• To provide initial curriculum related advice and guidance, and carry out interviewing, induction, assessment and examination (including invigilation activities) of students as required.

• To work effectively in partnership with the prison service and all other internal and external partners.

• To engage employers in through the gate activity to employ learners and to support course delivery of the curriculum.

• To contribute to Weston College Prison Education quality assurance processes by monitoring, reviewing and evaluating all aspects of courses, and by implementing resulting actions for improvement.

• To comply with any awarding body requirements in relation to External Quality Assurance within the curriculum area.

• To participate fully in all Weston College publicity and public relations events including open events as requested.

• To implement good practice in respect of Weston College Prison Education Equal Opportunities, Health and Safety, Child Protection and Data Protection policies.

• To participate in curriculum development work including identification of Labour Market Information and employment needs for your curriculum area.

• To fulfil all security requirements of the Prison with regard to prisoners, equipment and professional conduct.

• To undertake other duties as may be reasonably required commensurate associated with the role as instructed by your line Manager

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GENERIC RESPONSIBILITIES

All teachers/lecturers/tutors are responsible for high levels of teaching and learning and supporting colleagues and learners in the delivery of the Weston College education contract.
This includes the above responsibilities and those associated with working to a high level of professionalism within a prison including compliance with all Weston College and HMPPS processes and procedures.

HEALTH AND SAFETY

All members of staff have a duty to maintain the safe and clean conditions of their workplace area and to cooperate with Weston College on matters of health and safety. This will include assisting with risk assessments and carrying out appropriate actions as required. Staff are required to refer to Weston College's Health and Safety Policies in respect to their specific duties and responsibilities.

STAFF DEVELOPMENT

All staff are required to participate fully in Weston College's staff development programmes and have a responsibility to identify their own professional development needs in conjunction with their line manager.

CONDITIONS OF SERVICE

The College standard Contract of Service for Academic Spine staff applies.

SALARY

Lecturer Scale 1-6: £23,604 – £31,169 per annum.

HOURS

Hours of attendance: 37 hours per week.

Annual leave: 281.5 hours per annum, inclusive of statutory bank holidays.

The College reserves the right to direct up to 10 days of your annual leave entitlement for efficiency purposes.

Teaching contact hours: Up to 1080 depending on the prison.

Weston College is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.

PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
Five GCSEs at Grade 4/C or above (or equivalent), including English Language and Mathematics *All applicants must be able to provide evidence of a Level 2 Qualification in Mathematics and English Language or be willing to undertake the qualification whilst in post.*	✓	
A Degree, or professional qualification, which is appropriate to the work. *In relation to vocational teaching posts an appropriate qualification in that field will be deemed satisfactory.*	✓	
Relevant successful teaching experience		✓
Teaching Qualification *All candidates for teaching posts must possess a recognised Teaching Qualification, or be prepared to gain within the first two years of service, with the assistance of the College.*	✓*	
Subject specific qualifications for the particular teaching role		✓
Experience of working with offenders in/out of custody		✓
Knowledge and experience of current teaching and learning strategies	✓	
Excellent team working, communication and interpersonal skills	✓	
Excellent computer literacy skills including an up to date knowledge of Microsoft Office.	✓	
Highly motivated and setting high standards for self and others	✓	
A knowledge and experience of working with learners with Learning Difficulties or Disabilities.		✓
Vocational Assessors Awards - new V awards (TDLB D32/33/34 and maybe D36) or the willingness to work towards this		✓

* All candidates for teaching posts must possess a recognised teaching qualification or be prepared to gain (with the assistance of the Offender Learning Services) a L5 teaching qualification within the first 2 years of service.