

JOB DESCRIPTION

JOB IDENTIFICATION

Job Title:	Lecturer
Responsible To:	Team Leader
Department:	ESOL
Salary Grade:	Qualified Lecturer Grade

JOB ROLE

Be responsible for the delivering and development of courses.

Undertake a teaching load, which is in line with agreed contract.

Contribute to the process of continuous improvement in the quality of teaching and learning.

Work towards successful outcomes for students and a positive overall experience at Sandwell College.

The post may involve working with external agencies, college partners, local businesses and employers to contribute to meeting the diverse needs of learners.

KEY DUTIES

No	Description of Duties
1	Use Information Learning Technology (ILT) in the development of learning materials and use multimedia learning resources in the delivery of the learning experience
2	Support the expansion and development of the provision
3	Assist in the development of effective support systems for students on mainstream programmes
4	Deliver specific programmes in line with college prospectus

5	Participate in curriculum development and planning
6	Maintain appropriate records for both academic and administrative purposes
7	Carry out administrative duties in accordance with procedures specified in the relevant Quality Assurance Manual
8	Carry out general academic duties in accordance with the general policy framework of the college
9	Take responsibility of courses and course tutorship
10	Assume joint responsibility within course teams for quality of course delivery
11	Undertake appropriate in-service training when required to do so
12	Ensure effective communication takes place with management, staff, students, customers and clients
13	Ensure a high level of confidentiality at all times
14	Support fully at all times the colleges aim and objectives
15	Have agreed teaching load
16	Identify and develop materials suitable for teaching and learning purposes
17	Be prepared to teach groups of students in one or more of the core programme areas

Standard Clauses - all Job Descriptions

- To comply with the College's policies and procedures
- To comply with Sandwell College's safety policy and other safety procedures and guidelines are deemed part of the job description. Employees must look after their own Health & Safety and welfare and be mindful of other persons who may be affected by their acts.

PERSON SPECIFICATION

Job Title: Lecturer

Candidates will be assessed for shortlist and interviewed against the following criteria.

Shortlisting Criteria		Essential	Desirable
1. Qualifications			
1.1	Hold a relevant degree	✓	
1.2	Certificate in Education or Level 5 Teaching Qualification	✓	
1.3	Hold an ESOL subject specialism	✓	
2. Experience			
2.1	Experience of teaching and learning in the area of Skills for Life	✓	
2.2	Experience of working with “Skills for Life” within the core curriculum	✓	
2.3	Using and developing programmes in line with the core curriculum	✓	
2.4	Experience of supporting curriculum areas in embedding skills for life		✓
2.5	Demonstrate a clear understanding of the purpose of and use of initial and diagnostic assessments	✓	
2.6	Demonstrate experience of preparing and evaluating learning and materials	✓	
2.7	Experience of developing and completing individual learning plans	✓	
3. Skills/Abilities			
3.1	Be able to work as part of a team	✓	
3.2	Be able to present information to learners and colleagues using ILT	✓	
3.3	Good organisational and administrative skills	✓	
3.4	Ability to work under pressure	✓	
3.5	Ability to inspire & motivate students	✓	
3.6	Ability to teach using diverse methods and adapt to needs of particular student groups	✓	

Shortlisting Criteria		Essential	Desirable
3.7	Have knowledge of success rates and the links with inspection and funding		✓

4. Special Requirements			
4.1	Willingness to work within a team to implement college strategic policy	✓	
4.2	Genuine understanding of and commitment to Equal Opportunities in practice, and sensitivity to students, staff & client needs	✓	
4.3	Prepared to actively participate in new developments	✓	