



## **JOB DESCRIPTION AND PERSON SPECIFICATION**

### **A. POSITION DETAILS**

<b>TITLE OF POST:</b>	Lecturer in Animal Sciences 0.6 (21 hours per week – Permanent)
<b>RESPONSIBLE TO:</b>	Curriculum Manager for Animal Sciences
<b>GRADE:</b>	Teaching and Training Scale
<b>SALARY:</b>	From £21,612 up to £38,747 (Inclusive of London Weighting)
<b>CLOSING DATE:</b>	Wednesday 21 <sup>st</sup> June 2017 (Midnight)

### **B. PURPOSE OF THE JOB**

- To contribute to the teaching and assessment of Animal Management and Animal Care BTEC courses within the Centre for Applied Sciences

### **C. MAIN DUTIES AND RESPONSIBILITIES**

In addition to the duties laid down by CIC conditions of service, the post holder will:

1. Teach and assess BTEC level 2 and 3 Animal Management and Animal Care units
2. Teach and assess across a range of associated courses and subjects
3. Act as a tutor for one BTEC course
4. Support students effectively in all aspects of their learning as a subject teacher and course tutor
5. Facilitate internal moderation and quality assurance processes
6. Liaise effectively with Employers, Universities, Awarding bodies and their representatives
7. Produce high quality course documentation and maintain student records
8. Produce high quality assessment materials that comply with National Standards
9. React positively to the changing curriculum and help to manage, develop and co-ordinate new and existing courses
10. To support the effective organisation and maintenance of the Animal Centre

## **D. EXPECTATIONS OF THE POST HOLDER**

- Ensure that the College policy for equality and diversity of opportunity is adhered to and promoted in all aspects of the post holder's work
- Ensure effective quality control and continuous improvement in all aspects of the work and responsibilities attached to this post, in keeping with the College's quality assurance procedures and systems
- Undertake responsibilities for safeguarding and protecting the welfare of children and vulnerable adults
- To comply with and promote College Health and Safety policies and procedures and to undertake recommended Health and Safety training as and when necessary
- Be committed to professional self-development, through participation in in-service training as necessary for the successful carrying out of the job
- Undertake such other duties as are commensurate with the grade of the post, as may be reasonably required at the initial place of work or at other locations in the College
- All lecturers/teachers appointed to the College can be required to teach a broad range of courses within the curriculum area to a variety of age groups

Basic Skills and Learning Support (For all teaching and lecturing posts)

- **All teaching staff at the College are expected to support students to develop their English and Maths skills, using teaching, learning and assessment opportunities within the curriculum or through the delivery of Additional Learning Support, to do so.** You will be expected to mark students' work carefully and thoroughly, giving advice on how it could be improved, and also correcting spelling, grammar and vocabulary when necessary.
- **Newly appointed staff without a Level 2 English and Maths qualification will be supported with in-service training to develop their professional skills to enable them to confidently develop the English and Maths skills of their students.**

**N.B.** This job description is designed to outline a range of main duties that may be encountered. It is not designed to be an exhaustive listing of tasks and can be varied in consultation with the post holder in order to reflect changes in the job or the organisation.

## **E. PERSON SPECIFICATION**

### **Important:**

- When completing your application form and writing your supporting statement please make sure that you cover all the points in the Person Specification using each criterion as a separate heading.
- Please download a copy of the College's **Teaching Standards** from <http://www.candi.ac.uk/working-for-us/vacancies/application-information/>. These standards are reflected in aspects of the Person Specification and are assessed in the recruitment process.
- Essential criteria are those without which an appointee would be unable to adequately perform the job; Desirable criteria are those that may enable the candidate to perform better or require a shorter familiarisation period. Please only apply for roles if you meet the essential criteria.

### **Qualifications and Experience**

1. Honours Degree in Animal Science or related subjects such as Biology and Zoology
2. Teaching qualification or a willingness to work towards one

## **Knowledge and Understanding**

1. Understand how to support students effectively in all aspects of their learning as a subject teacher
2. Understand how to support students effectively as a tutor
3. An understanding of, and commitment to, the College's Equal Opportunities policies and a willingness to promote equality of opportunity in all aspects of the work
4. Understand the requirements of course syllabuses / course specifications and quality assurance processes

## **Skills and Abilities**

1. Ability to teach Animal Sciences subjects effectively
2. Ability to assess Animal Science subjects effectively
3. Ability to act as a tutor for a BTEC level 2 or 3 Animal Management course
4. Ability to produce high quality course documentation and to maintain student records
5. Ability to produce high quality assessment materials that comply with BTEC quality assurance regulations and procedures
6. Ability to react positively to the changing curriculum and to manage, develop and co-ordinate new and existing courses
7. Be able to support students in all aspects of their learning as a course tutor and subject teacher

This post is subject to an enhanced Disclosure and Barring Service (DBS) disclosure