

## Associate Lecturer

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

### Key role objectives

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

#### 1. Main Duties:

- 1.1 Provide teaching, learning and assessment.
- 1.2 Participate in the interviewing, enrolment and induction of students.
- 1.3 Provide teaching and learning whether in a classroom or a workshop.
- 1.4 Prepare schemes of work, lesson and assessment plans.
- 1.5 Provide ongoing assessment and feedback to students by setting and marking work both relevant and appropriate with the course.
- 1.6 Provide appropriate academic and/or vocational support to individual students, referring them, where appropriate, to other agencies.
- 1.7 Contribute to the wider enrichment of students and support student's pastoral needs.
- 1.8 Contribute to the maintenance of an effective, efficient and professional learning environment.
- 1.9 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.

- 1.10 Participate in appropriate quality assurance procedures.
- 1.11 Prepare learners for a range of accreditation and assessments.
- 1.12 Maintain accurate and detailed student records, including the writing of reports and references.
- 1.13 Set and monitor Personal Targets and eILPs according to Faculty and College Policy.
- 1.14 Participate in open evenings, recruitment, trade events, conferences and other marketing events.

## **2. Mandatory 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.
- 2.3 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.

This job description is current at the above date. In consultation with the post holder it is liable to variation by the College to reflect actual, contemplated or proposed changes in or to the job.

Reviewed: December 2018

# Person Specification

## Associate Lecturer



Criteria	Essential	Desirable
<b>Experience</b>	<ul style="list-style-type: none"> <li>- Experience of teaching in Further Education.</li> <li>- Experience of teaching Entry, Level 1 and GCSE programmes.</li> </ul>	
<b>Skills &amp; Abilities</b>	<ul style="list-style-type: none"> <li>- Excellent verbal and written communication skills.</li> <li>- Planning, organisation and time management skills.</li> <li>- Ability to motivate and inspire learners.</li> <li>- Ability to work to deadlines.</li> <li>- Administrative and record keeping skills.</li> </ul>	<ul style="list-style-type: none"> <li>- Demonstrable IT competency.</li> </ul>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>- Teaching qualification or willingness to work towards one.</li> </ul>	<ul style="list-style-type: none"> <li>- Professional or academic qualification appropriate to subject area.</li> </ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>- Flexible approach to working arrangements.</li> </ul>	<ul style="list-style-type: none"> <li>- Willingness to undertake further training if necessary.</li> </ul>

<b>Mandatory</b>	<ul style="list-style-type: none"><li>- Commitment to safeguarding and promoting the welfare of children and vulnerable adults in College</li><li>- Commitment to equal opportunities</li></ul>	
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**Reviewed:** December 2018



# 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.

