

Job Description

Associate Lecturer

Role Overview

Job Title: Associate Lecturer
Housing & Property Management

Grade: £27.05 per hour

Contact Hours: Variable

Contract: Regulated

Department: Professional & Adult
Learning (PAL)

Responsible to: Head of Professional
& Adult Learning

Key role objectives

We are looking for an enthusiastic property management professional to contribute to the teaching, learning and assessment activities for the L4 Senior Housing and Property Management Apprenticeship.

You will be able to demonstrate expertise and understanding of general social housing and property management topics as well as more specialist applied knowledge in areas such as legislation, current trends, range of housing services and sustainable development.

You will be joining a growing, ambitious Faculty that values the integration of practice-led materials within teaching and learning. You will be involved in undertaking design and delivery of teaching that is engaging, innovative and responsive, achieving outstanding student learning outcomes.

Main Responsibilities

Teaching, Learning and Assessment:

Participate in the interviewing, enrolment and induction of students.

Provide teaching and learning whether in a classroom or a workshop.

Prepare schemes of work, lesson and assessment plans.

Provide ongoing assessment and feedback to students by setting and marking work both relevant and appropriate with the course.

Liaise and maintain strong links with employers as required.

Provide appropriate academic and/or vocational support to individual students, referring them, where appropriate, to other agencies.

Contribute to the wider enrichment of students and support students pastoral needs.

Contribute to the maintenance of an effective, efficient and professional learning environment.

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.

Participate in appropriate quality assurance procedures.

Prepare learners for a range of accreditation and assessments.

Maintain accurate and detailed student records, including the writing of reports and references.

Set and monitor Personal Targets and eILPs according to Faculty and College Policy.

Participate in open evenings, recruitment, trade events, conferences and other marketing events.

Additional Duties

Promote a teaching, learning and working environment that is free from discrimination and where all students and staff are encouraged to express their individuality.

Be responsible for safeguarding and promoting the welfare of students.

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.

Promote and conduct your professional duties and responsibilities within the parameters of the College's agreed values and aims.

College-wide duties

- Participate and support a variety of events to promote Exeter College, maintaining professional behaviours and expectations.
- Ensure own continuing professional development and take part in college staff development events as appropriate.

Mandatory Duties

1. Responsibility for safeguarding and promoting the welfare of children and vulnerable adults.
2. Responsibility for promoting equality of opportunity and access to all,
3. Participation in training as required.

June 2023: This job description is current at the above date.

In consultation with the post holder the position is liable to variation by the College to reflect actual, contemplated, or proposed changes in or to the job.

Person Specification

Experience

(A) = Assessed at application. (I) = Assessed at interview

(A/I) = Assessed at application and interview

Essential Criteria:

Experience of teaching / training in FE or other related sector. (A)

Desirable Criteria:

Working with young people, apprentices and adults (A)

Skills and Abilities

Essential Criteria:

Excellent communication skills across a range of stakeholders (I)

Proficient IT Skills. e.g., Microsoft Office, Outlook (A)

Ability to motivate and inspire learners (I)

Works effectively to deadlines and able to support others and manage own workload (A/I)

Qualifications

Essential Criteria

Teaching and Assessors qualifications, or willingness to work towards (A)

English and Maths grade C (or equivalent) (A)

Housing and Property Management related qualifications at level 3 and above (A)

Full driving licence (No more than 6 points) (A)

Desirable Criteria

Professional membership of The Chartered Institute of Housing (CIH), or equivalent (A)

Personal Qualities

Essential Criteria

Effective team player, energised by problem solving and creative solutions (A/I)

Desirable Criteria:

Committed to making a difference in education and training (A)

Mandatory Requirement(s)

Essential Criteria

Commitment to safeguarding and promoting the welfare of children and vulnerable adults at Exeter College (I)

Commitment to equality, diversity and inclusion (I)

OUR VALUES ARE WHAT MAKE US, US!

VISION: To be an exceptional College

MISSION: To shape futures by delivering world-class education and training for our city and region

AMBITION


- We are challenged and encouraged to push boundaries to enable us to realise our ambitions
- We are brave and take decisions that transform lives and foster achievement for all
- We are agile, future-focused and embrace digital technology and learning
- We believe in impact; we are passionate about our community and environment and continue to make big changes in order to play our part in creating a sustainable city and College

COLLABORATION

- We collaborate with others to ensure we grow, thrive and initiate brilliance
- We are bold and innovative; we listen to and learn from others in pursuit of the exceptional
- We care about place; we collaborate with others to ensure success for our community that has national impact
- We believe that we are stronger together and actively seek out partnerships that make a difference and help us enrich our

ENERGY

- Our expertise, passion and actions energise and enthuse those around us
- We care and support our people and our community. We believe that we excel when we are empowered, engaged and enjoy our time at College
- We are curious; we focus on solutions, not problems
- We are proud of our achievements and actively seek out opportunities to celebrate these and set ourselves our next challenge

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BE EXCEPTIONAL 

 **AMBITION**

 **COLLABORATION**

 **ENERGY**

BE EXCEPTIONAL 