**Job Description: HE Lecturer (Teacher Education)**

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| **Role Specific** |
|  1. Lead in developing, delivering, monitoring and evaluating undergraduate programmes in the programme areas of Teacher Education, Early Years and Childhood Studies, Working with Children, Young People & Families and /or Teaching & Learning Support. To work across the range of programmes in the Higher Education Division.
2. Take responsibility for qualifications and work as part of a team as well as independently, striving to continuously improve the performance and learner experience.
3. Liaise with relevant Higher Education Institutions and External Examiners ensuring timely responses to data requests and monitoring reports
4. Produce programme reports as and when required for both internal and external purposes.
5. Be up to date, plan and prepare and high-quality teaching as required by your Line Manager (Cl for Teacher Education) to the appropriate number of hours
6. Develop and share resources for the subject including maintaining effective links across College for resources
7. Regularly assess students in order to track and monitor progress
8. Maintain comprehensive, up to date, student/subject records and provide information, as requested
9. Be responsible for the appropriate administration of exam entries for the subject and liaise with HE Office and external awarding HEIs, as appropriate
10. Ensure adherence to both College, HEI and Awarding Bodies policies, quality requirements, regulations and codes of practice
11. Ensure close liaison and good communications with other staff in matters concerning students
12. Use College systems to track and communicate student progress
13. Value and support students to achieve their full potential
14. Engage in curriculum development and planning activities, individually and as a team
15. Participate in standardisation and moderation, as required
16. Ensure provision is aligned with best practice nationally
17. Take responsibility for achieving the section’s targets in retention, attendance, achievements, high grades, and student satisfaction
18. Represent the Team/Division/College, as required
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| **College Responsibilities** |
| 1. Share the College’s Vision, Mission, Values, Behaviours and communicate them effectively
2. Participate in Staff Review and Professional Development activities and be actively involved in the College’s culture of high expectation
3. Value diversity and promote equality
4. Engage in marketing activities and liaison with employers and the wider community in line with College strategies
5. Contribute to cross-college events
6. Adhere to College policies and procedures including health and safety
7. Ensure good communication at all levels
8. Be responsible for safeguarding and promoting the welfare of children, young people and/or vulnerable adults
9. Any other duties that the Principal considers appropriate
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| **Person Specification** | **HE Lecturer (Teacher Education)**  |
| **Qualifications and Attainments** | **Essential / Desirable** |
| A degree level qualification in a relevant subject | Essential |
| Recognised teaching qualification  | Essential |
| A higher degree or advanced qualification | Essential |
| **Training, Experience and Knowledge** |  |
| Teaching experience in subject area  | Essential |
| Knowledge of and proven ability to deliver the curriculum successfully | Essential  |
| Demonstrate a student centred approach to teaching and learning  | Essential |
| **Personal Skills and Attitudes** |  |
| Exceptional organisational skills  | Essential |
| Display initiative, be positive and enthusiastic | Essential |
| Excellent IT skills and ability to use ILT in classroom delivery including interactive whiteboard technology | Essential |
| Demonstrate a commitment to equality and diversity, customer service and quality assurance | Essential |
| Possess excellent communication skills  | Essential |
| Compliance with CPD requirements | Essential |
| Be a team player and have a highly responsive, flexible and adaptable attitude | Essential |
| Demonstrate a commitment to the process of continuous review and improvement | Essential |
| Ability to develop and promote relevant curriculum effectively | Essential |
| Suitability to work with children young people and/or vulnerable adults | Essential |