



## **JOB DESCRIPTION AND PERSON SPECIFICATION**

### **A. POSITION DETAILS**

<b>TITLE OF POST:</b>	Lecturer in Policing (14 hours per week – Permanent)
<b>RESPONSIBLE TO:</b>	Curriculum Manager for Sports and Forensic Science
<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>	Sunday 4 <sup>th</sup> June 2017 (Midnight)

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

- To provide high quality teaching, to create effective opportunities for learning and to enable all learners to achieve to the best of their ability.

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

#### **Assessing Learners' Needs**

- Assess learners' previous learning experiences and achievements in relation to the identified learning programme
- Undertake initial assessments and identify any special learning or support Needs

#### **Planning and Preparing Teaching and Learning Programmes**

- Identify learning outcomes and prepare Schemes of Work and Lesson Plans for relevant programmes in line with awarding body requirements.
- Ensure that literacy and numeracy / essential skills are integrated into the learning programme as required
- Employ a range of learning methods to meet student needs

#### **Managing the Learning Process**

- Establish and maintain a safe and effective learning environment
- Develop and use a range of teaching and learning techniques to encourage individual learning and facilitate learning through experience and application.
- Produce and use appropriate learning materials using information learning technology where possible.
- Identify and address poor motivation and challenge inappropriate behaviour

- Set challenging tasks and agree individual goals and targets with learners as appropriate
- Structure sessions appropriately to provide pace and maintain interest
- Maintain and encourage effective communication with and between all learners, using appropriate technology where relevant
- Maintain effective working relationships within programme teams
- Comply with college management information systems and ensure that colleagues are given all necessary information at the correct time in the agreed organisational format
- Contribute to all relevant college quality assurance systems and awarding body quality assurance requirements.
- Participate in self-assessment processes including the evaluation of modules and courses

### ***Providing learners with support***

- Ensure that learners are aware of and have access to appropriate support and guidance services
- Maintain tutorial systems in line with college guidelines

### ***Assessing the outcomes of learning and learners' achievements***

- Plan appropriate assessment strategies for learning programmes in line with awarding body requirements and communicate these to students
- Use a range of appropriate assessment methods to conduct fair and reliable assessments
- Ensure that learners are provided with clear and constructive written and oral feedback within an appropriate timescale, including feedback on English and mathematics where appropriate
- Maintain assessment records and provide information to relevant stakeholders e.g. colleagues, parents, employers, awarding bodies

### ***Reflecting upon and evaluating one's own performance and planning future practice***

- Evaluate your own practice in relation to learners' and programme needs
- Use feedback from quality assurance systems to improve your own practice
- Keep up to date with current development within your own specialist field
- Participate in the college Performance Review system in order to evaluate own performance and identify development needs
- Engage in relevant continuous professional development

## **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. Degree or equivalent qualification in a related area. Extensive vocational experience will be considered in lieu of a degree
2. Experience of working as a police officer – this post holder will be required to provide input on the FdSc Policing programme
3. Teaching qualification or willingness to gain within 4 years of appointment and experience of teaching in a related area.

## **Knowledge and Understanding**

4. Ability to use IT systems and applications.
5. Empathy with diverse learners and commitment to equal opportunities.
6. Good organisation, interpersonal and communication skills.
7. Flexibility and team working skills

## **Skills and Abilities**

1. Experience of working within an FE/HE environment.
2. Knowledge and experience of the use of learning technology.
3. A higher degree in a relevant area.

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