

**JOB DESCRIPTION**

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| **POST TITLE:** | Lecturer – Functional Skills (English & Maths) |
| **GRADE:** | MGL |
| **PROGRAMME AREA:** | Sport, PSO and Landbased |
| **PURPOSE OF JOB:** | To teach English (Literacy & Key Skills) from Entry Level to Level 2 |
| **RESPONSIBLE TO:** | Deputy Head of Learning |
| **RESPONSIBLE FOR:** |  |

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| **Date of issue**  |  | **Signature**  |  |

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| **Line Manager's Signature**  |  |

**Main Grade Lecturer: Generic Job Description**

# Full time and Fractional Posts

The post holder must at all times, carry out his/her responsibilities in accordance with College policies, actively supporting the mission of the Sheffield College as outlined in the Strategic Plan.

1. Main Responsibilities

 (Extract from the Academic Contract of Employment Clause 2.2)

 Your main duties may include, but will not be limited to:

* formal scheduled teaching
* tutorials and student assessment
* management of learning programmes and curriculum development
* student admissions
* educational guidance
* counselling
* preparation of learning materials and student assignments
* marking of students' work
* marking of examinations
* management and supervision of student visit programmes
* research and other forms of scholarly activity
* marketing activities
* consultancy
* leadership and staff management
* administration and personal professional development

2. Scheduled Teaching Commitments

 (Extract from the Collective Agreement Concerning Lecturers' Working Hours, Flexibility and Review Section 2.1)

 This may include:

* formal class contact e.g. teaching groups of students in classrooms, laboratories, studios, workshops, in the community, on an employer's premises, outdoors, on residential and by open and distance learning
* invigilating and supervising examinations and tests
* assessing individuals and small groups both inside and outside the College
* tutorial and supervision work with individual students and groups both inside and outside the College
* timetabled availability to students in learning resource centres etc
* academic and other guidance and counselling activity
* timetabled community development work with clients in a learning context

3. Management and Administration

 (Extract from the Annual Management Guidelines 1995 Section 3.1.4. These guidelines are non contractual)

 This may include:

* contributing to College administration or the administration of education and training programmes
* publicity and public relations
* participation in appropriate team and committee meetings and course management duties including the interviewing, induction, assessment and examination of students
* preparing statistical returns including retention rates, examination results, student progress placement and destination
* participation in student monitoring and reporting, course review and evaluation procedures
* participation in quality assurance and control procedures

4. General Management Responsibilities

* maintaining a safe and healthy working environment in accordance with the College’s Health and Safety policies and procedures, including risk assessments in conjunction with other colleagues and managers;
* operating within the College’s equal opportunities framework to achieve College targets and establish parity of esteem between learning programmes;
* contributing to the teaching programme of the College within agreed guidelines;
* acting as a Programme Co-ordinator and/or Personal/Year Tutor where required.
1. Undertaking any other duties and responsibilities as may be determined after consultation between the post holder and management.



**Lecturer in Functional Skills (English and Maths)**

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| **PERSON SPECIFICATION** | **ESSENTIAL/DESIRABLE** |
| **Education/Training Qualifications*** Teaching qualification (PGCE or equivalent)
* Relevant Level 6 degree and/or relevant professional qualification
* Maths and English language to Level 2 or equivalent

**Specific Technical/Professional Skills*** Understanding of relevant curriculum/qualification structures in an FE college eg Key Skills qualifications/assessment (and the development of Functional Skills)
* Knowledge of the core curriculum in Literacy in order to be able to teach underpinning skills
* Knowledge of the core curriculum in Numeracy in order to be able to teach
* Ability to work creatively with young people in a way that engages them in learning
* Knowledge of embedded models of Key Skills and vocationally-relevant delivery
* Ability to teach Application of Number/Adult Numeracy and English to Level 2
* Ability to teach GCSE Maths and English
* Ability to offer another Functional Skill (English or IT) to Level 1

**Work Experience*** Experience of teaching in a college (this may have been on teaching practice)

**Interpersonal Skills*** Able to demonstrate team working skills
* Able to demonstrate good communication skills
* Able to demonstrate flexibility
* Able to work to deadlines
* Able to demonstrate commitment to principles of widening participation to people who have been educationally disadvantaged
* Commitment to safeguarding children and vulnerable adults
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