

## East Durham College Job Description

<b>Post Title:</b>	Science Lecturer – F/T
<b>Location:</b>	Willerby Grove, Peterlee
<b>Responsible to:</b>	Curriculum Director
<b>Attendance Requirements:</b>	As Per Contract of employment
<b>Salary:</b>	Competitive Salary

### **Main purpose:**

The main purpose of this post is work flexibly and effectively as a member of the East Durham Sixth Form team, which is known for delivering a high-quality learning experience to a wide range of students on Science and Maths courses. To include the delivery of allocated teaching pathways and the associated organisational, coordination and administrative responsibility of these programmes.

### **Main duties:**

#### **Curriculum Development**

1. To support the development and implementation of an innovative and ambitious curriculum that meets the needs of individual learners, employers and the local community.
2. To contribute to the achievement of curriculum key performance indicators including retention, achievement, high grades and attendance.

#### **Teaching, Learning and Assessment**

3. Plan and deliver full and part-time Science and Maths related programmes to learners.
4. To undertake marketing and promotional activities as directed including schools' visits and come to college events.
5. To identify, plan and supervise suitable learner visits to enhance the provision.

6. To action plan and track learners progress during their programme and provide constructive feedback to aid progression.
7. To participate in team meetings including assessment, internal verification, standardisation, and course development.
8. To work to awarding body specifications and deadlines to ensure students complete their programmes within the agreed time scale.

### **Quality Standards**

9. Regularly and systematically collect, evaluate and monitor course data and contribute to the curriculum review process.
10. Lead the course review and evaluation processes for the programme area and action the course level improvement plan.
11. Take part in learning walks, peer review and observation processes.

### **Equality and Diversity**

12. Promote best practice in equality and diversity within all aspects of the curriculum area, promoting a culture of respect and contributing to broader issues of community cohesion.
13. Analyse success data and act where necessary to address any underachievement by different learner groups.
14. To uphold British Values, the college values and responsibilities with regard to equality, diversity and inclusion.

### **Safeguarding**

15. Ensure the safety and well-being of all students in the curriculum area with reference to those under 18 years and to vulnerable adults.
16. Ensure that students on work placements have appropriate DBS clearance and are fully aware of their own safeguarding responsibilities.
17. Promote a safe working environment.
18. To take appropriate responsibility for PREVENT and the safeguarding and promotion of the welfare of children and/or vulnerable adults.
19. To understand and adhere to college Health and Safety policies and guidelines ensuring compliance with statutory legislation and taking a responsibility for your own and other's health and safety.

20. Comply with College Policies and Procedures and the Staff Code of Conduct.

### **General**

21. Represent the college externally on matters relating to your areas of responsibility.
22. Undertake other duties commensurate with the level of the post as may be required.
23. Carry out duties at all times in accordance with the College's equal opportunities and health and safety procedures.
24. Identify, evaluate, and monitor any risks associated with the curriculum area and take appropriate action to minimise those risks.
25. Be an ambassador for the college and will promote the College's mission, vision, and values by consistent example internally and externally.
26. Participate in the College Performance Appraisal Development Programme, agree an action plan and undertake the required training to update skills and meet the requirements of the College and Departmental Strategic Plan and Service Standards.
27. To liaise with work placement officer to secure and monitor appropriate work placements.
28. Any other duties commensurate with the salary and grade of the post, which may be assigned from time to time.
29. To assist the Programme Area Leader in the production of course timetables

### **Other Duties relevant to all EDC employees**

- Participate in the College Performance Appraisal Development Programme, agree an action plan and undertake the required training in order to update skills and meet the requirements of the College and Departmental Strategic Plan and Service Standards.
- Undertake any other duties, appropriate to the grade of the post, as required from time to time.
- Comply with College Policies and Procedures and the Staff Code of Conduct.
- To take appropriate responsibility for PREVENT and safeguarding and promotion of the welfare of children and/or vulnerable adults.
- To uphold British Values, the college values and responsibilities regarding equality and diversity.
- To understand and adhere to college Health and Safety policies and guidelines ensuring compliance with statutory legislation and taking a responsibility for your own and other's health and safety.

## Person Specification

		Essential	Desirable	Method of assessment
<b>1) Qualifications/ Training</b>				
1.1	A level 5 or above teaching qualification (Cert Ed/PGCE/DTLLS) or willing to work towards	✓		Application form Certificates Interview
1.2	GCSE level standard education or equivalent (maths & English)	✓		Application form Certificates Interview
1.3	Minimum of Level 6 qualification in Chemistry, Biology or Physics or any of these in a related discipline	✓		Application form Certificates Interview
1.4	1. IV Award 2. SEN qualification 3. Level 3 or above in Biology, Chemistry, Physics or Maths		✓	Application form Certificates Interview
<b>2) Experience</b>				
2.1	Experience of delivery to a wide range of learners (14-19)	✓		Application form Interview Mini teach

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		Essential	Desirable	Method of assessment
2.2	Experience of successfully teaching A Levels in either Chemistry, Biology or Physics.	✓		Application form Interview Mini teach
2.3	Proven track record of delivering good and better teaching.	✓		Application form Interview Mini teach
2.5	<ol style="list-style-type: none"> <li>1. Experience of delivery to students with learning difficulties</li> <li>2. Experience of delivery of Level 3 Maths</li> <li>3. Experience of delivery of Biology, Chemistry or Physics units within BTEC Level 3 Applied Science</li> <li>4. Experience of delivering Access to HE qualifications.</li> <li>5. Experience to deliver to a second STEM specialism</li> </ol>		✓	Application form Interview Mini teach
<b>3) Skills and Knowledge:</b>				
3.1	Knowledge of Safeguarding of children and vulnerable adults	✓		Application form Interview Mini teach
3.2	Knowledge of Equality and Diversity	✓		Application form Interview Mini teach
3.3	Knowledge of Awarding Body procedures and practices or willing to engage in CPD	✓		Application form Interview

## Person Specification



		Essential	Desirable	Method of assessment
3.4	Awareness of embedding functional skills into the curriculum	✓		Application form Interview Mini teach
3.5	Working knowledge of FE Sector Working knowledge of a Sixth Form school or college		✓	Application form Interview Mini teach
<b>4) Attributes / Other Requirements:</b>				
4.1	Reliability / Trust / Professionalism - Ability to carry out the role with professional integrity in line with EDC values and behaviours	✓		Interview
4.2	Communication - Ability to communicate clearly and effectively to all levels, both verbally and in writing.	✓		Interview
4.3	Working individually or as a team - Ability to work independently and as part of a team under minimal supervision.	✓		Application Form / Interview
4.5	Driving - Full UK Driving License and / or access to a vehicle (if applicable).		✓	Application Form
4.6	Commitment and willingness to achieve CPD targets in line with College and IFL procedures	✓		Interview Application Form
4.7	Suitability to work with children and/or vulnerable adults	✓		Interview Application Form