

## **JOB DESCRIPTION**

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**TITLE:** Lecturer in Health & Social Care

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**GRADE:** NCC Lecturer Grade

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**RESPONSIBLE TO:** Senior Curriculum Manager

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### **PURPOSE OF JOB:**

- To teach and assess learning on a range of courses, which include 14-19 and adult learners. Courses range from entry level to level 3, including college based qualifications and workforce development.
- To work effectively as a member of the team, liaising with Senior Curriculum Manager and all colleagues in the College.
- To take an active role in own professional development in relation to all aspects of the role.

### **MAIN TASKS AND RESPONSIBILITIES:**

#### **1. In common with all other staff:**

- 1.1 To support the College's mission, vision, values and strategic objectives;
- 1.2 To implement the College's equal opportunities policies and to work actively to overcome discrimination on grounds of race, sex, disability, sexuality, age or status in the College's services;
- 1.3 To take responsibility for one's own professional development and participate in relevant internal and external activities;
- 1.4 To implement the College's safeguarding policies and practices.
- 1.5 To implement your health and safety responsibility in line with the College's Health and Safety policy.
- 1.6 To ensure that data is handled in line with the General Data Protection Regulations.

#### **2. In common with all other lecturing staff:**

- 2.1 To teach on a range of courses at community or main College sites.

- 2.2 To be a personal tutor/course co-ordinator for a designated group of students within a range of courses.
- 2.3 To be involved in all processes and College procedures related to the selection, interviewing, admissions, enrolment, induction and tracking of students.
- 2.4 To develop the curriculum in line with national requirements, local community needs, and the needs of employment.
- 2.5 To develop student-centred teaching and learning strategies, which contribute to, increased retention, achievement and progression.
- 2.6 To prepare and monitor appropriate syllabuses, schemes of work and learning outcomes.
- 2.7 To act as a leader/member of appropriate teams and to liaise with colleagues in the design, delivery and evaluation of all aspects of the course.
- 2.8 To provide regular feedback to students as identified in the College Charter, and to give group and individual tutorial support to enable them to achieve maximum benefit from their course or programme.
- 2.9 To observe procedures for student monitoring, discipline and complaints in accordance with the College Charter.
- 2.10 To liaise with employers and other agencies with respect of student placement supervision, course and assignment design, career and higher education opportunities.
- 2.11 To attend external courses and conferences as relevant to the work of the Programme.
- 2.12 To compile and maintain course records.
- 2.13 To contribute to the College's annual assessment and review process, including comprehensive review and evaluation of the area of work for which s/he is responsible.
- 2.14 To follow all processes relating to qualifications and examinations, including registration and submissions to validating bodies, liaison with the College Exams Officer, moderators and external verifiers in accordance with College policy.

### **3. Particular to this post:**

- 3.1 To maintain high standards of teaching in Health and Social Care at all levels.
- 3.2 To manage effective communication with employers and managers of learners on workforce development programmes.
- 3.3 To be responsible for the day-to-day running of specified courses, including the calling of regular team meetings, drawing up agenda and distributing minutes and keeping the Course Record File.

- 3.4 To prepare materials and records for internal and external moderators and verifiers as required.
- 3.5 To maintain records on student assessment, progress and discipline as required.
- 3.6 To be responsible for the review and evaluation of the course with team members.
- 3.7 To take an active role in the development of the curriculum of this course and other courses.
- 3.8 To contribute to cross-college policies and development as required.
- 3.9 To develop and implement an induction and tutorial programme for tutor group/s in collaboration with the Vocational Area.

#### **4. Particular to this post:**

- 4.1 Experience of teaching and or training in the field of Health and Social Care and working within the framework of an awarding body.
- 4.2 Ability to prepare innovative learning materials.
- 4.3 A knowledge and good understanding of current thinking and practice in the field of Health and Social Care and evidence of the ability to teach this effectively.
- 4.4 An awareness of the pastoral and academic needs of students from a variety of backgrounds and the ability to respond to those needs positively and sensitively as a course and personal tutor.
- 4.5 Evidence of working as a member of a team and evidence of the ability to work effectively with colleagues.
- 4.6 Willingness to contribute to the development of new courses and in-service training.
- 4.7 Sound practical experience in the Health and Social Care sector education field.
- 4.8 An understanding of and commitment to anti-discrimination and anti-bias policies and practical ideas for the implementation of them in this post.
- 4.9 Possession of a teaching qualification or demonstrate willingness to obtain one \*
- 4.10 Qualification related to Health and Social Care
- 4.11 Assessor award **(Desirable)**.
- 4.12 Verifier award **(Desirable)**.

**\*All newly appointed lecturers will be expected to have a teaching qualification, or to demonstrate a willingness to obtain one at an appropriate level and within the timescale set out by Lifelong Learning UK, LLUK (formerly FENTO). Candidates will be supported in obtaining**

**appropriate certification in-house or at other institutions.**

**Additional Information:**

This job description will be reviewed annually to ensure that it is an active description of the responsibilities and duties of the individual post holder and that these responsibilities and duties consistently match the needs of the College.