

## **JOB DESCRIPTION**

Job Title: Health and Social Care Lecturer  
Responsible to: Curriculum Manager

### **Context and Main Purpose of the Job:**

The post holder will be based in a curriculum area and will teach on a range of full and part time courses in subjects relating to their skills and experience including Access. It is also expected that the post holder will teach on courses at all levels offered by the curriculum area and college.

Reporting to the Curriculum Manager, the post holder will make a major contribution to plan, deliver and develop teaching and learning opportunities as well as manage and support students in the department in accordance with the college's values and mission.

### **Teaching and related activities:**

- Teach and manage learning on a range of full and part time courses, across all levels and all college sites.
- Contribute to the management and co-ordination of courses.
- Carry out formative and summative (tests, coursework and exams), assessment of students and use target setting to maximise success.
- Monitor students' attendance, progress and achievement. Use tracking software for ILPs and assessment and prepare relevant reports.
- Participate in course evaluation, quality assurance and self-assessment systems.
- Contribute to curriculum development, including schemes of work and marketing of courses.
- Participate in the development of dynamic flexible teaching and learning strategies, including the use of IT and ILT.
- Promote the integration of IT as a learning technology
- Act as a Course Team Leader contributing to the academic support of learners.
- Promote a positive image of additionality including the importance of English, maths, employability and sustainability within the college.
- Promote a positive image of the college.

### **General Duties**

- Contribute to the management of students throughout the college.
- Commitment to personal professional development.
- Participate in a programme of personal staff development, staff conferences and staff appraisal, appropriate to both individual and college needs.
- Support the ethos of Harrow College as well as its marketing and recruitment activities.
- Support the college's commitment to safeguarding and promoting the welfare of children, young adults and vulnerable adults.
- Participate fully in the development of effective teams throughout the college.
- Maintain the highest professional standards in accordance with the policies of the corporation.
- Participate in open evenings, parent/student consultation evenings and other college events.
- Use information technology where appropriate and demonstrate commitment to developing personal IT skills.
- Assist with promotion, supervision, management and administration of such college activities as may be required from time to time.
- Willingness to do evening work/and occasional Saturdays.
- Willingness to be involved in subject-related visits.
- Support the college's commitment to safeguarding and promoting the welfare of children, young adults and vulnerable adults.
- Willingness to work across all college/off sites.
- Carry out other duties as may reasonably be required by the Curriculum Manager.

**NOTE: The duties and responsibilities outline above are not exhaustive and may be varied from time to time. They do not form part of the jobholder's contract of employment.**

## PERSON SPECIFICATION

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Responsible to: Curriculum Manager

| CATEGORY                  | REQUIREMENTS  |
|---------------------------|---|
| EXPERIENCE/ KNOWLEDGE     | <ul style="list-style-type: none"><li>• Relevant teaching experience on vocational Health and Social Care courses, including BTEC. Must have experience in Access delivery.</li><li>• The ability to deliver Health Sciences, Social Work or Psychology would be an advantage</li><li>• Professional work experience in the field of Health or Social Care</li><li>• Experience of implementing curriculum development initiatives</li><li>• Good record of skills in course development and course evaluation</li><li>• High level of understanding of your teaching area.</li><li>• Confident in delivering lively dynamic teaching that engages and develops effective learning.</li></ul> |
| QUALIFICATIONS            | <ul style="list-style-type: none"><li>• Degree/or appropriate professional qualification in a relevant area</li><li>• A teaching qualification or willingness to undergo training</li><li>• Commitment to personal professional development</li></ul>   |
| LEADERSHIP                | <ul style="list-style-type: none"><li>• Enthusiasm and affinity for working with students</li><li>• Passion for education</li><li>• The ability to manage learning situations using flexible, student centred approaches</li></ul>  |
| RESPONSIVENESS            | <ul style="list-style-type: none"><li>• Commitment to high standards of teaching and pastoral care for students</li><li>• Ability to work as an effective team member</li><li>• Ability to work flexibly and under pressure</li><li>• Ability to take responsibility and work independently</li></ul>   |
| COMMUNICATION             | <ul style="list-style-type: none"><li>• Excellent communication and interpersonal skills</li><li>• Communicating with credibility and clarity</li><li>• Listening skills</li><li>• Persuasiveness</li></ul>   |
| PLANNING AND ORGANISATION | <ul style="list-style-type: none"><li>• Ability to co-ordinate an area of the curriculum</li><li>• Good time management and ability to prioritise.</li><li>• Commitment to integration of IT in the curriculum</li><li>• Good organisation and administrative skills</li></ul>  |
| ENERGY & DRIVE            | <ul style="list-style-type: none"><li>• Enthusiasm and affinity for working with students</li><li>• A commitment to, and enthusiasm for, working in the FE sector</li><li>• Assertiveness</li><li>• Self knowledge</li><li>• Stress tolerance</li><li>• Creativity, innovation and original thinking</li></ul>  |
| EQUALITY & DIVERSITY      | <ul style="list-style-type: none"><li>• Commitment to work within the framework of the college's equality &amp; diversity policy</li><li>• Commitment to safeguarding and promoting the welfare of children, young adults and vulnerable adults</li><li>• Demonstrates a commitment to and promotes equality and diversity ensuring the college is an inclusive environment in which individuals are respected and unacceptable behaviours are challenged.</li></ul>  |