

## **Westminster Kingsway College - Job Responsibility Outline:**

Title: Lecturer – Access to HE, Law and Business and HE Business

**Level:** Main Grade Lecturer

### **Purpose of the Job:**

The post holder will be responsible for providing effective teaching and tutoring to students studying Access programmes at levels 3 specifically in related areas of Law and Business.

The post holder will also be expected to teach at levels 4, 5 and 6 where required

### **Department:**

Adult Vocational Learning

### **Reporting To:**

The Programme Manager for Access & Higher Education (VC) and through them to the Head of Faculty for Adult Vocational Learning.

### **Main Tasks**

#### *Summary: -*

The post holder will be expected to undertake any of the duties set out below, subject to appropriate training, although he or she would normally concentrate on a particular area. However, in order to ensure a range of experience for the benefit of post holder and the College, duties may be rotated from time to time.

1. To plan and deliver effective teaching, learning and assessment on a range of Law and Business courses
2. To teach 828 hours in each academic year.
3. To closely monitor student activity to improve retention, achievement and progression and to maintain accurate and up to date registers and other administration to support the improvement of quality and success rates within the faculty.
4. To provide regular reports via 1:1 and team meetings re attendance, punctuality and matters relating to students' progress and risk.
5. To contribute to appropriate administration tasks including writing references and reports on students for Employment, UCAS, HEIs and for any other purposes.

6. To act as a personal tutor to specified groups of students, identifying specific learning needs and ensuring support is in place, as well as more general support for their success.
7. Contribute to the work of the faculty as directed by the Line Manager as well as seeking innovative ways to expand and develop the work of the Access and Higher Education teams.
8. To contribute to appropriate administration tasks including writing routine correspondence and keeping records up to date.
9. To participate in the recruitment, interviewing and enrolling of students and to assist in advice sessions and open evenings.
10. To contribute to the planning and development of the Access to HE and HE curriculum.
11. To develop resources for Law and Business teaching to equip students to meet the needs of higher education institutions and of industry.
12. To maintain accurate and up to date registers and prepare statistical returns.
13. To comply with College quality monitoring policies and procedures.
14. To assist in the implementation of the policies of the College, the department, and the Universities. This, including the offers of Further and Higher Education and full cost programmes, is in respect of professional conduct and the provision of a student-centred and supportive environment. (Currently applicable are safeguarding, equal opportunities, health and safety, tutorial, course review and evaluation, quality assurance and assessment).
15. To attend course team/programme area/department meetings as appropriate.

*The post holder will also be expected to:*

- 1 demonstrate model behaviours that, at all times, are consistent with an open, inclusive and participative style;
- 2 be proactive in identifying and pursuing opportunities that are appropriate to maintaining his/her continued professional development;
- 3 demonstrate a commitment to the development and practice of equal opportunities in every aspect of the life of the College;
- 4 abide by the College's data protection policy;

- 5 actively participate in the appraisal scheme;
- 6 participate in the implementation of and compliance with the provisions of legislation and good practice relating to health and safety;
- 7 carry out work in a manner and framework that is consistent with the College's requirement to safeguard children and vulnerable people;
- 8 work within the College values.

The scope of this profile reflects the needs of the College at the present time: it is not intended to be a fully inclusive or exhaustive list. The post holder will therefore be expected to work flexibly and to undertake such other duties as may from time to time be reasonably allocated by the line manager. The profile will be subject to continuous review as the needs and requirements of the College and Higher Education change over time.

**Person Specification: Lecturer – Access to Business and Law and HE Business**

| <b><i>Area to be assessed</i></b> | <b>Essential</b>   | <b>Desirable</b>   | <b>How this will be assessed</b>                            |
|-----------------------------------|--|--|---|
| <i>Qualifications</i>             | <ol style="list-style-type: none"> <li>1. A recognised teaching qualification.</li> <li>2. Achievement of qualifications including a Degree or equivalent in Law, Business or in another relevant subject.</li> </ol>  | <ol style="list-style-type: none"> <li>1. Educational achievement to Masters Level or equivalent in Business or Law</li> </ol> | <b>AF</b><br><b>AF</b>                                      |
| <i>Professional development</i>   | <ol style="list-style-type: none"> <li>3. Experience of ongoing professional updating and development in relevant fields.</li> </ol>   |  | <b>AF/I</b><br><b>AF</b>                                    |
| <i>Knowledge</i>                  | <ol style="list-style-type: none"> <li>4. An understanding of the learning needs of Access to HE and HE students.</li> <li>5. An understanding of the reasons for an Equal Opportunities Policy and how it affects the immediate working environment and relationships with clients.</li> <li>6. A good understanding of college systems and how to use them to drive up quality and success rates</li> <li>7. An awareness of safeguarding and how it relates to the work of this post in a further education College.</li> </ol> |  | <b>AF/I</b><br><br><b>I</b><br><br><b>I</b><br><br><b>I</b> |

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| <i>Experience</i>           | <ul style="list-style-type: none"> <li>8. Experience of teaching the subject effectively at the different levels required and supporting students and preparing them for formal assessment.</li> <li>9. Experience of working in a law/business related environment.</li> <li>10. Familiarity with the range of Access to HE and HE qualifications offered by the Law and Business curriculum.</li> <li>11. Experience in successfully preparing students for examinations and supporting students in coursework.</li> <li>12. Experience of supporting individual students' progress and achievement through tutoring, and supporting their progression to employment and/or Further and Higher Education.</li> <li>13. Experience of developing and/or establishing links with external organisations including HEIs, employers and other stakeholders</li> <li>14. Experience of increasing recruitment and creating progression pathways</li> <li>15. Experience of increasing success rates, improving retention, achievement and progression.</li> <li>16. Experience of obtaining and responding to learner feedback.</li> </ul> | 2. Experience of employment in this vocational area. | <b>AF/I/T</b><br><br><b>AF/I</b><br><br><b>I</b><br><br><b>AF/I</b><br><br><b>AF/I</b><br><br><b>AF/I</b><br><br><b>AF/I</b><br><br><b>AF/I</b> |
| <i>Skills and Abilities</i> | <ul style="list-style-type: none"> <li>17. The ability to teach enthusiastically to a diverse cohort of learners, with good classroom management skills.</li> <li>18. Good interpersonal skills and written and oral communication skills.</li> <li>19. Excellent administrative and IT skills, including knowledge of Microsoft Office, Moodle and experience with dedicated databases.</li> <li>20. The ability to plan and monitor one's own workload to ensure that deadlines are met.</li> <li>21. The ability to work on own initiative</li> </ul>  |  | <b>I/T</b><br><br><b>AF/I/T</b><br><b>AF/T</b><br><br><b>I</b><br><br><b>I</b><br><br><b>I</b>  |

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|  | 22. The ability to work effectively as a team member.<br>23. A flexible approach to work in order to achieve deadlines.<br>24. The ability to maintain records and produce relevant documentation as required.<br>25. An ability to design, develop and deliver high quality teaching materials.<br>26. Ability to gain high levels of achievement and retention<br>27. Good organisation skills and high attention to detail |  | I<br>I<br><br>T<br><br><br>AF/I<br>AF/T/I |
|--|---|--|---|

Please indicate how these will be assessed: AF (Application form), I (Interview), T (Task).