

JOB DESCRIPTION

JOB IDENTIFICATION

Job Title:	Lecturer in French (A Level)
Responsible To:	Curriculum Performance Manager
Department:	Modern Languages
Salary Grade:	Lecturer Grade

JOB ROLE

Be responsible for the delivering and development of courses.

Undertake a teaching load, which is in line with agreed contract

Contribute to the process of continuous improvement in the quality of teaching and learning.

Work towards successful outcomes for students and a positive overall experience at Cadbury College.

The post may involve working with external agencies, college partners, local businesses and employers to contribute to meeting the diverse needs of learners.

KEY DUTIES

No	Description of Duties
1	Use Information Learning Technology (ILT) in the development of learning materials and use multimedia learning resources in the delivery of the learning experience
2	Support the expansion and development of the provision
3	Assist in the development of effective support systems for students
4	Deliver specific programmes in line with the college prospectus
5	Participate in curriculum development and planning

6	Maintain appropriate records for both academic and administrative purposes
7	Carry out administrative duties in accordance with procedures specified in the relevant Quality Assurance Manual
8	Carry out general academic duties in accordance with the general policy framework of the college
9	Take responsibility for courses and course tutorship
10	Assume joint responsibility within course teams for the quality of course delivery
11	Undertake appropriate in-service training when required to do so
12	Ensure effective communication takes place with management, staff, students, customers and clients
13	Ensure a high level of confidentiality at all times
14	Support fully at all times the college's aim and objectives
15	Have an agreed teaching load, to teach groups of students in one or more of the core programme areas
16	Identify and develop materials suitable for support purposes

Standard Clauses - all Job Descriptions

- To comply with the College's policies and procedures
- To comply with Sandwell College's safety policy and other safety procedures and guidelines are deemed part of the job description. Employees must look after their own Health & Safety and welfare and be mindful of other persons who may be affected by their acts.

PERSON SPECIFICATION

Job Title: Lecturer in Engineering

Candidates will be assessed for shortlist and interviewed against the following criteria.

Shortlisting Criteria		Essential	Desirable
1. Qualifications			
1.1	A degree in Modern Languages/French	X	
1.2	Certificate in Education or Level 5 Teaching Qualification or a willingness to work towards achieving this	X	
2.			
2.1	Experience of teaching Modern Languages in schools or colleges	X	
2.2	Experience of working with students at level 3	X	
2.3	Knowledge of current developments in MFL teaching		X
2.4	Knowledge of issues related to different teaching methods	X	
3.			
3.1	Be able to present information to learners and colleagues using ILT	X	
3.2	Be able to work as part of a team	X	
3.3	Excellent organisational and administrative skills	X	
3.4	Ability to work under pressure	X	
3.5	Ability to inspire and motivate students	X	
3.6	Ability to teach using diverse methods and adapt to needs of particular student groups	X	
4.			
4.1	Willingness to work within a team to implement college strategic policy	X	
4.2	Ability to work under pressure	X	
4.3	Genuine understanding of and commitment to Equal Opportunity in practice, and sensitivity to student, staff and client needs	X	
4.4	Prepared to actively participate in new developments	X	