

## JOB DESCRIPTION

### JOB IDENTIFICATION

<b>Job Title:</b>	<b>Lecturer in Sociology</b>
<b>Responsible To:</b>	<b>Head of Section</b>
<b>Department:</b>	<b>Central Saint Michael's Sixth Form</b>
<b>Salary Grade:</b>	<b>Lecturers Scale</b>

### JOB ROLE

To ensure students have a rewarding and challenging experience, whilst developing to their full potential and ensuring maximising results. 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 within the College. Undertake a teaching load, which is in line with agreed contract.

### KEY DUTIES

No	Description of Duties
1	Deliver specific programmes as directed by your line manager.
2	Participate in curriculum development and planning.
3	Maintain appropriate records for both academic and administrative purposes.
4	Carry out administrative duties in accordance with the general policy framework of the college.
5	Take responsibility of courses and course tutorship including personal tutoring.
6	Assume joint responsibility within course teams for quality of course delivery.
7	Use Information Learning Technology (ILT) in the development of learning materials and use multimedia learning resources in the delivery of the learning experience.
8	Identify and develop materials suitable for teaching and learning purposes.
9	Assist in the development of effective support systems for students on mainstream programmes.
10	Support the expansion and development of the learning provision.

<b>11</b>	Carry out academic duties in accordance with the general policy framework of the college.
<b>12</b>	Ensure effective communication takes place with management, staff, students, customers and clients.
<b>13</b>	Support fully at all times the colleges aim and objectives.
<b>14</b>	Ensure a high level of confidentiality at all times.
<b>15</b>	Undertake appropriate in-service training when required to do so.
<b>16</b>	To assist with the recruitment, induction and ongoing support of learners through attending open events, parents evenings and interviewing potential students.

## Standard Clauses - all Job Descriptions

- To comply with the College's policies and procedures
- To comply with the 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 Sociology**

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

Shortlisting Criteria		Essential	Desirable
<b>1. Qualifications</b>			
1.1	A degree and/or appropriate professional qualification relevant to the department	X	
1.2	Level 2 qualification in both maths and English	X	
<b>2. Experience</b>			
2.1	Experience of excellent teaching and learning practice.	X	
2.2	Demonstrate experience of preparing and evaluating appropriate learning materials	X	
2.3	Experience of delivering relevant qualifications	X	
2.4	Knowledge of key skills/functional skills		X
2.5	Experience of internal verification/moderation		X
<b>3. Skills/Abilities</b>			
3.1	Be able to work as part of a team	X	
3.2	Be able to present information to learners and colleagues using ILT	X	
3.3	Good 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	
<b>4. Qualities</b>			
4.1	Willingness to work within a team to implement strategic policy	X	
4.2	Genuine understanding of and commitment to Equal Opportunities in practice, sensitivity to students, staff and client needs	X	
4.3	Prepared to actively participate in new developments	X	
<b>5. Other Requirements</b>			
5.1	Willingness to assist with evening duties, including open evenings, interviews, and enrolment events	X	
5.2	Willingness to work flexibly	X	
5.3	High levels of personal integrity and ability to maintain a high level of confidentiality as required, applying discretion and judgement	X	
5.4	Act as an ambassador for the College	X	

Shortlisting Criteria		Essential	Desirable
5.5	Proven confidence in dealing politely and helpfully with a wide variety of people, both internally and externally	X	
5.6	Resilient and calm in pressurised situations	X	
5.7	The ability to build and maintain effective relationships	X	