

## Associate Lecturer

<b>Title:</b>	Associate Lecturer
<b>Salary:</b>	£25.01 per hour
<b>Activity:</b>	Regulated
<b>Contact Hours:</b>	Variable
<b>Responsible to:</b>	Head of Faculty

### Key role objectives

- To provide effective cover support during periods of staff absence
- To prepare teaching, learning and assessment for scheduled classes (where allocated)
- To carry out the associated assessment of those students
- To perform specific class administration
- To support cover needs in the Faculty as and when required

### Main Duties

1. To provide effective teaching and learning, particularly cover during periods of staff absence
2. To undertake formal scheduled teaching duties.
3. To provide subject and course support to learners.
4. Prepare schemes of work, lesson and assessment plans.
5. The setting and marking of learners' work, assignments, assessments and examination papers.
6. To complete learners' subject reviews.
7. To complete course and learner administration associated with your teaching responsibilities, such as reports and registers.
8. To support Faculty cover during periods of staff absence or leave

### Mandatory Duties

1. Responsibility for safeguarding and promoting the welfare of children and vulnerable adults.
2. Responsibility for promoting equality of opportunity and access to all, irrespective of age, background, race, gender, religion, ability, disability or sexuality.

## **Additional Duties**

To undertake such additional duties as may be reasonably required commensurate with the level of responsibility within the College at the initial place of work or any other of the College's sites within the Exeter area and may need to travel overseas.

Reviewed: February 2016



# Person Specification

## Associate Lecturer – GCSE English

Criteria		How Evaluated	
		Application	Interview
<b>Experience</b>	<b>Essential:</b> <ul style="list-style-type: none"> <li>- Experience of teaching in FE or other related sector (particularly GCSE / A level English)</li> </ul> <b>Desirable:</b> <ul style="list-style-type: none"> <li>- Offering pastoral or 1:1 support to learners</li> </ul>	✓	
<b>Skills &amp; Abilities</b>	<b>Essential:</b> <ul style="list-style-type: none"> <li>- Excellent verbal and written communication skills.</li> <li>- Planning, organisation and time management skills.</li> <li>- Ability to motivate and inspire learners.</li> <li>- Ability to work to deadlines.</li> <li>- Administrative and record keeping skills.</li> </ul> <b>Desirable:</b> <ul style="list-style-type: none"> <li>- Demonstrable IT competency.</li> </ul>	✓        ✓	✓  ✓  ✓  ✓  ✓
<b>Qualifications</b>	<b>Essential:</b> <ul style="list-style-type: none"> <li>- Teaching qualification or willingness to work towards one.</li> </ul> <b>Desirable:</b>	✓   ✓	

	<ul style="list-style-type: none"> <li>- Professional or academic qualification appropriate to subject area.</li> </ul>		
Personal Qualities	<p><b>Essential:</b></p> <ul style="list-style-type: none"> <li>- Flexible approach to working arrangements.</li> </ul> <p><b>Desirable:</b></p> <ul style="list-style-type: none"> <li>- Professional or academic qualification appropriate to subject area.</li> </ul>		<p>✓</p> <p>✓</p>
<b>Mandatory requirements</b>	<p><b>Essential:</b></p> <ul style="list-style-type: none"> <li>- Commitment to safeguarding and promoting the welfare of children and vulnerable adults in College</li> <li>- Commitment to equal opportunities</li> </ul>		<p>✓</p> <p>✓</p>

**Reviewed:** February 2016

# Exeter College Values



At Exeter College we are committed to being an exceptional College. Therefore all employees will be expected to demonstrate our Exeter College Values.

## VISION

To be an exceptional college.

## MISSION

To shape the future of education by delivering excellence in all aspects of our work, in order to realise the ambitions of our learners, city and region.

