**THE TRAFFORD COLLEGE GROUP**

**JOB DESCRIPTION**

**JOB TITLE:** Lecturer in Childhood and Early Years Studies (Higher Education)

**REPORTS TO:** HE Head of School

**AREA:** University Centre / Stockport Campus

**GRADE/SALARY:** £26,759 - £32,040

**Our Vision**

‘A Dynamic College that Inspires People’

That all our learners will secure employment and progress in their careers as a result of the knowledge, skills and the work ethic they have developed at the college. Businesses will recognise Trafford College Group as the leading provider of the workforce, meeting the needs of the Greater Manchester skills priorities and supporting the economic growth of the region.

**Our Values**

Bold -Be bold in all that we do, pushing the boundaries to ensure that our staff and learners reach their full potential.

Ambitious - Be ambitious for ourselves and our learners. Set high expectations and standards and strive to achieve excellence in all that we do.

Respect - Show respect for all those that we meet on our journey through life.

Collaborate and Teamwork - Collaborate through effective supportive teamwork.

Professional - Demonstrate a professional attitude at all times.

**JOB PURPOSE:**

* To maximise learner recruitment, retention and success through the provision of an outstanding educational experience which enable learners to maximise their potential.
* To deliver outstanding courses which meet learner needs, use a range of diverse teaching and learning strategies, allow learners to access a comprehensive range of resources and provide comprehensive assessment opportunities.
* To complete and maintain effective data in relation to learners including, attendance, individual learner targets, progression, achievement and destination.
* To be responsible for a course (s) of study and learner outcomes.

**Key Responsibilities:**

**Teaching and Learning**

* Aim to deliver teaching, learning and assessment sessions that are always Commendable and sometimes Exemplary.
* Know the curriculum and validating body requirements of relevant programmes.
* Research and develop new topics, course and teaching materials, including online resources as agreed by the Head of School.
* Plan, prepare and deliver dynamic teaching, learning and assessment sessions that engage and motivate students using a range of appropriate teaching and learning methods and resources.
* Prepare all relevant materials for lessons and for use on VLE.
* Differentiate between students so that they can be active in their own learning.
* Design and use a range of formative assessment and feedback strategies to support learning and progression.
* Maintain and monitor course data on punctuality, attendance, retention and achievement in order to improve course performance.
* Maintain class registers in accordance with the Student Attendance, Punctuality and Register Marking policy and contact students absent from class.
* Maintain an inclusive, equitable and motivational learning environment.
* Set and oversee examinations where appropriate
* Work with Head of School and curriculum team to liaise with awarding bodies in order to ensure quality standards are met.
* Encourage students to develop employability skills in line with the College’s Employability policy, and liaise with employers where appropriate to foster links between theory and practice.
* Provide academic guidance to students and encourage a studious approach to learning in keeping with an H.E. ethos.
* Carry out internal verification processes as appropriate.
* Provide additional support for students as appropriate.
* Use Learning Technology appropriately to deliver teaching and learning, including learning outside of the classroom.
* Communicate effectively and appropriately with students to enhance learning.
* Manage student behaviour in the classroom and the College in accordance with the College Student Disciplinary Policy.

**Key Performance Indicators**

* Work with the programme team and with the students to meet the college attendance target
* Follow agreed strategies to maintain high retention and success rates, and work with the Head of School to track and monitor trends in KPIs.
* Minimum of TEF Silver metrics, NSS outcomes above national bench and destinations (DLHE) in top 10 percentile.

**Administration and Operational Duties**

* Participate in the planning, implementation and evaluation of Quality Assurance activities e.g. completion of course reviews, contribution to the SED, attending internal verification and standardisation meetings, attending External Examiner/Standards Verifier and Curriculum Quality Review meetings, as appropriate.
* Contribute to validation/revalidation and minor modification processes, in accordance with the awarding body regulations.
* Participate in team meetings, including contributing to the Self-Assessment process and curriculum development.
* Participate in marketing, application and enrolment processes, open evenings and other promotional activities during or outside the normal working day, at the College or other places.
* Maintain and develop contacts with employers and other external agencies as appropriate.
* Cooperate with the Head of School in the day to day running of the programme.

 **Continued Professional Development**

* Participate in Continuing Professional Development activities in order to improve standards of teaching, learning and assessment.
* Actively engage in scholarly activity.
* Participate in the appraisal process and teaching, learning and assessment observation.

 **Working as a Team**

* Build strong team relationships through collaboration and consultation.
* Contribute to the creation of a supportive climate of co-operation.
* Value team members’ contributions and share own knowledge and information to help others work more effectively.
* Understand team goals and understand and acknowledge your role as part of a team.
* Willingly offer help and support to colleagues.

 **Equality and Diversity**

* It is the responsibility of the post holder to promote equality and diversity throughout the College.
* The post holder will undertake their duties in full accordance with the College’s policies and procedures relating to equal opportunity and diversity.
* Promote equality and diversity through the teaching and learning process where appropriate.

**Health and Safety**

* To promote health, safety and welfare throughout the College.
* To undertake their duties and responsibilities in full accordance with the College’s Health and Safety Policy and Procedures.

**Safeguarding Children and Vulnerable Adults & The Prevent Duty**

* It is the responsibility of the post holder to commit to safeguarding and promoting the welfare of children and vulnerable adults within the College.
* The post holder will undertake their duties in full accordance with the College’s policies and procedures relating to safeguarding and promoting the welfare of children and vulnerable adults, e.g. dealing with learner issues i.e. safeguarding and referring on to specialist staff.
* This position is subject to an enhanced criminal records check from the Disclosure & Barring Service (DBS) and will be subject to satisfactory clearance of this check.
* If this position is classed as Regulated Activity, it is subject to an Adult & Child barring check.
* It is the responsibility of the post holder to commit to The Prevent duty within the College.

**Review**

The details contained in this job description, particularly the principal accountabilities, reflect the content of the job at the date the job description was prepared.

It should be remembered, however, that over time, the nature of individual jobs will inevitably change; existing duties may be lost and other duties may be gained without changing the general character of the duties of the level of responsibility entailed. Consequently, the Corporation will expect to revise this job description from time to time and will consult with the post holder at the appropriate time.

**Person Specification – Lecturer in Childhood (Higher Education)**

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| **Attributes** | **Essential** | **Desirable** |
| **Values and Behaviours** |
| Able to demonstrate consistent behaviours that reflect the college values |  |  |
| We respect all individuals |  |  |
| We work together |  |  |
| We act with integrity |  |  |
| We are committed to supporting our students and to work in with partnership with employers  |  |  |
| **Qualifications** |  |  |
| Level 2 Literacy and Numeracy or competence |  |  |
| A relevant Level 3 qualification in the relevant subject area |  |  |
| A relevant Level 4 qualification in the relevant subject area |  |  |
| To have or be working towards a recognised teaching qualification. PGCE, Cert Ed, DTTLS  |  |  |
| **Experience** |
| Recent experience working in the relevant vocational/subject area |  |  |
| An understanding of the needs of students and be committed to a quality approach in all aspects of curriculum |  |  |
| Committed to Safeguarding and promoting the welfare of children, young people and vulnerable adults |  |  |
| Experience and ability to liaise effectively with employers, parents, other external agencies and college staff |  |  |
| Experience of teaching or training young adults |  |  |
| Commitment to a learner-centered culture ensuring that every learner has the opportunity to achieve to their full potential |  |  |
| **Skills and Competencies**  |
| The ability to deliver a diverse range of teaching, learning and assessment opportunities for learners |  |  |
| The ability to use ILT to deliver the curriculum to the learner |  |  |
| Ability to establish good working relations with colleagues and students |  |  |
| Effective organisational and planning skills |  |  |
| Ability to innovate processes to meet changing requirements |  |  |
| Ability to motivate to inspire and achieve results |  |  |