



Lecturer in Early Years

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Based at the Welwyn Garden City Campus

Fixed Term Contract up to 1 year

22.2 hours per week – Work pattern to be confirmed

£24,443 - £27,501 pro rata

Are you able to inspire and motivate young people? Do you want to work with a team who are committed to improve the life and opportunities of young people?

The successful candidate would be required to teach on a range of programmes at Level 2 and 3 across a range of subjects including:

L3 Diploma in Childcare and Education (Early Years Educator) (VRQ)

Level 2 Certificate in an Introduction to Early Years Education

Level 3 Award in Supporting Teaching and Learning in Schools (QCF) Knowledge based

Functional skills English and Maths

You will also be involved in tutorials and enrichment activities.

You should have a strong commitment to high standards of classroom practice and experience of teaching, or working with young people. You should hold at least a Level 3 qualification in Childcare/Early Years. You will have a genuine regard for young people and want to work with us to ensure that all our students aspire to do well. You will demonstrate and professional standards in your area of work. The ability to work in a team is essential, sharing good practice and working collaboratively with colleagues are qualities that we will be looking for.

The role will involve teaching 14-18 year olds as well as 19 + students on level 2 and level 3 Early years Programmes. You will also be expected to assess students work and provide them with developmental feedback, track student progress and support students' success.

Closing Date: Thursday 17th August

Interview date: Wednesday 30th August – WGC

Job Description

CAREER FRAMEWORK - Teaching and related

JOB TITLE - Teacher/lecturer

REPORTING TO - Head of Department

SUMMARY OF POST

To provide professional teaching and learning services to students as contracted, with appropriate support.

KEY RESPONSIBILITIES

To:

- Deliver courses as nominated by the Manager and carry out all associated course administration.
 - Produce schemes of work and lesson plans in advance and prepare teaching materials/resources for all teaching;
 - Mark and assess student work promptly, accurately and objectively;
 - Act as a personal tutor and therefore be responsible for a group of learners, providing timely, transparent and fair tutorial and other support to them as appropriate;
 - Be responsible for learner progress, including setting and monitoring of learner targets;
 - Comply with quality standards including undertaking internal verification work;
 - Guide students toward extra support services in college;
 - Prepare reports for external parties, for example, parents, employers, training agencies;
 - Contribute to and attend meetings, events and working parties as requested;
 - Ensure statistics for learner attendance and achievement are monitored and acted upon when necessary;
 - Complete learner registers accurately and on time
- Be aware of and follow College policies and procedures, with particular attention to health and safety, safeguarding, risk management, equality and diversity, quality and our values and behaviours. You will be required to attend training as necessary and update own CPD record.

CRITERIA

SHORTLISTING RECRUITMENT

- Holds the minimum of Level 3 subject specialist qualification or higher when necessary to teach the subject area at the required level and,
- 3 years relevant industry experience in the subject specialism where required

Career Framework - Teaching and related

Job Title **Teacher/Lecturer**

PERSON SPECIFICATION

(to be assessed at interview stage)

PERSONAL ATTRIBUTES

- Ability to work well with students of all backgrounds
- Ability to work both collaboratively with colleagues and on their own initiative
- A flexible and solution-focused approach to work
- Drive and passion to implement curriculum developments

SKILLS AND EXPERIENCE

- Effective organisational skills (self and workload)
- Extensive knowledge of own subject area
- (in addition to teaching ability) effective verbal and written communication skills
- Proficiency with software needed in role
- Experience of working with people in a learning environment

In consultation with the postholder it is liable to variation by the Principal to reflect or anticipate changes, in, or to, the post and the organisation.