

JOB DESCRIPTION

POST TITLE: LECTURER IN HEALTH AND SOCIAL CARE
(ADULT EDUCATION)
POST NUMBER: WREQ2576
GRADE: LECTURER SCALE 1-6

JOB PURPOSE

The Faculty of Health, Sport and Student Participation is looking to appoint a Lecturer in Health & Social Care (Adult Education).

You will join a progressive and successful team, delivering a range of full-time and part-time programmes within the Faculty of Health, Sport and Student Participation. The successful individual will apply their knowledge and expertise of the care and health sciences industry across a range of vocational and work-based programmes.

KEY DUTIES AND RESPONSIBILITIES

As post-holder, you will be responsible to the Curriculum Coordinator, and ultimately to the Dean of Faculty, for the following:

- Providing high-quality teaching, learning, assessment, and internal moderation across a range of vocational and work-based learning courses.
- To course lead vocational and/or work-based learning programme(s) of study for adults in the Health, Sport and Student Participation Faculty, ensuring high-levels of achievement and success.
- To effectively support other areas of curriculum, where business need dictates, which may include apprenticeship and full-time provisions to ensure high levels of learner / apprentice success and progression.
- To review and adapt curriculum offers to reflect new delivery modes and responses to agendas such as unemployment, retraining and wellbeing.
- Contributing to the delivery, tracking, and monitoring of key skill performance amongst cohorts of students in the Health, Sport and Student Participation Faculty.
- To identify and implement new initiatives that will exploit the use of College facilities and engagement with the wider community.

JOB DESCRIPTION

- To deliver an exceptional student experience through the delivery of outstanding teaching, learning and assessment leading to positive achievement outcomes and progression on to higher levels of study, employment, or apprenticeships.
- Tutoring of students, giving appropriate support to enable students to achieve their academic and vocational targets.
- To undertake responsibilities for assisting in the course management of a designated course, being responsible for the application of awarding/validating body regulations and procedures and upholding academic standards.
- Grow long-term relationships with clients and employers, within the healthcare sector, to capitalise on partnership opportunities for adult learners.
- Interviewing and giving guidance to potential students.
- Assisting students in their progression to Higher Education and / or employment.
- Contributing to the development and the continual improvement of courses, co-ordinating effectively with both staff and students.
- To carry out periodic evaluation and monitoring of the quality of provision in line with the quality assurance calendar.
- To plan, facilitate and supervise external activities and trips, including contributing to the planning of work experience.
- Being proactive in marketing / liaising with sector representatives, and employers, with the objective of developing and enhancing programmes of study, ensuring targeted levels of recruitment, establishing strong partnership links, and raising the profile of the division.
- Grow and develop the adult provision being delivered by the faculty and maximise any opportunities for this.

JOB DESCRIPTION

GENERIC DUTIES AND RESPONSIBILITIES

In addition to the requirements of the post above, all academic staff are required to:

- Complete all associated organisation / administrative work, preparation, internal verification and marking.
- Deal with immediate student disciplinary and welfare problems.
- Keep and maintain specified student and class records.
- Plan, prepare, develop, and evaluate courses and course materials, and supervise course provisions, where appropriate.
- Participate in programme / school / college activities, as requested, including parents' evenings.
- Participate and undertake Staff Appraisal and in-service training, based upon an assessment of individual service needs.
- Meet the requirements of the Health and Safety at Work Act 1974 and the College's Health and Safety Policies.
- Undertake individual and / or collaborative research and consultancy work agreed by Weston College management, as part of the lecturers' current duties.
- Be prepared to operate on a flexible year, as required. Academic staff will normally be expected to work not more than two evenings per week, on average.
- To take responsibility for your Continued Professional Development (CPD) to ensure that you attend regular courses, conferences and keep an up-to-date file of your CPD achievements.
- To keep up to date knowledge and understanding of trends and best practices of healthcare aligned to the sector.
- Comply with Information Security requirements in line with College policy.
- Undertake such other duties as may be reasonably required, commensurate with the grade of the appointment.



JOB DESCRIPTION

HEALTH AND SAFETY

All staff have a duty to maintain the safe and clean conditions of their workplace area and to co-operate with Weston College on matters of Health and Safety. This will include assisting with risk assessments and carrying out appropriate actions, as required. Staff are required to refer to Weston College's Health and Safety Policies in respect to their specific duties and responsibilities.

STAFF DEVELOPMENT

All staff are required to participate fully in Weston College's staff development programmes and have a responsibility to identify their own professional development needs in conjunction with their line manager.

CONDITIONS OF SERVICE

The College standard Contract of Service for Academic staff applies.

SALARY

Lecturer Scale 1-6: £23,840.00 to £31,482.00 per annum.

HOURS

Hours of attendance: Full-time, 37 hours per week.

Annual leave: 355.5 hours per annum, inclusive of statutory bank holidays and college closures.

The College reserves the right to direct up to 5 days of your annual leave entitlement for efficiency purposes.

As a representative of Weston College, you will be committed to developing your technical skills to enhance learning, including the use of the Virtual Learning Environments (VLEs) and classroom equipment.

Weston College is committed to safeguarding and promoting the welfare of children, young people, and vulnerable adults, and expects all staff and volunteers to share this commitment.

PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
Five GCSEs at Grade 4 or above (or equivalent), including English and Mathematics. <i>All applicants must be able to provide evidence of a Level 2 Qualification in English and Mathematics, or be willing to undertake the Qualification whilst in post.</i>	✓	
A degree in Health or Social Care, or Professional Qualification, which is appropriate to the work.	✓	
Experience working with adults in a professional setting.	✓	
Working knowledge of the Health and Social Care industry, specifically within the Health sector.	✓	
Relevant medical and / or clinical occupational experience.	✓	
Relevant successful teaching experience.		✓
Teaching Qualification. <i>All candidates for teaching posts must possess a recognised Teaching Qualification, or be prepared to gain this Qualification within the first two years of service, with the assistance of the College.</i>		✓
Vocational Assessors Award.		✓
Knowledge and experience of current teaching and learning strategies.	✓	
Understanding and experience of key healthcare science practices to effectively teach and monitor student performance and progress.	✓	
Experience of working effectively with employers to create new and bespoke provision.	✓	
Experience of working with regulatory awarding organisations or accrediting bodies (e.g. membership of a special interest group, advising bodies on policy etc.)	✓	
Setting and achieving high standards for yourself and your students.	✓	
Promoting a culture of involvement, listening and responding to students' needs.	✓	