

Loughborough College Job Description

1. Job Details

Job Title:	Lecturer in Public Services
Competency Level:	Teaching 2
Reporting To:	Programme Area Lead/Curriculum Manager
Department:	Service Industries
Salary:	£17,782.80 - £21,230.30 per annum (based on 0.7 of FTE Salary £25,404 – £30,329 per annum) (26 hours per week)
Date:	July 2017

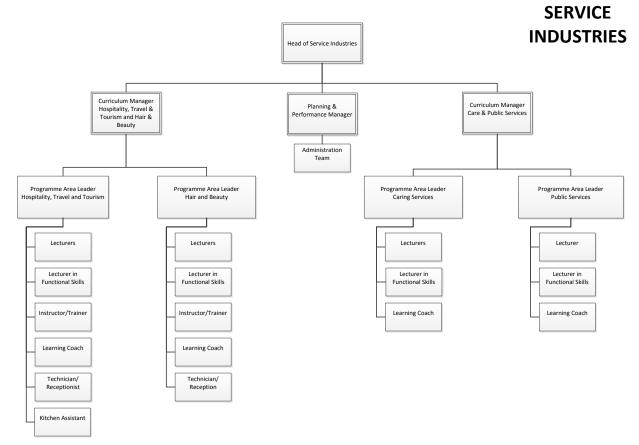
2. Job Purpose

To deliver inspiring teaching and learning where knowledge being transferred is predominantly know-why or conceptual knowledge.

3. Dimensions

Not applicable

4. Organisation chart



Owner: HR Approved by: Document Ref: HRF03 Date: January 2014 Issue No.1

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5. Key Responsibilities

- To teach and assess across a range of courses in your relevant subject area, including preparation of teaching material.
- To keep all records necessary for the efficient running of courses as well as those records required by Loughborough College for funding, quality assurance, auditing and other purposes.
- To keep up to date with developments in the relevant subject area.
- By agreement, attend and actively participate in team briefings/meetings and recruitment events.
- Be responsible for promoting and safeguarding the welfare of children, young people and vulnerable adults that you may be responsible for or come into contact with.
- To modify duties and responsibilities as required to meet new situations, in consultation with the curriculum area leader/manager and college management.

6. Key Working Relationships and Communications

Internal: Head, Curriculum Manager, Curriculum Manager, Programme Area Leader, Curriculum Staff, Administration Staff, Support Services Staff

External: Awarding Bodies, Public Services Contacts

7. Scope for Impact *Not applicable*



8. Key Result Areas

Action	

Result

Participate in	curriculum	development
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Planning, preparation, delivery, and assessment of effective learning programmes

Create and apply effective differentiation and stretch and challenge techniques

Monitor progress in lessons and disseminate learner progress with key staff

Participate in the development of assessments/assessment strategies and give high quality feedback

To participate in moderation and internal verification

Participate in staff development opportunities

To play a key role in quality assurance and quality improvement

Participate in team/department activities and meetings

Resourced programmes of study

To ensure students achieve

To ensure all students achieve to the best of their ability

To ensure students are on track to achieve their target grades

To ensure students can meet their targets and progress

To ensure Awarding Organisation criteria are met and academic standards maintained

To ensure teaching and learning is up to date and maintained to the highest standards

To ensure Awarding Organisation requirements and College KPIs are met

Increased recruitment, broader knowledge of department



9. Competency Level

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10. Knowledge, Skills and Experience (Person Specification)

QUA	LIFICATIONS	ESSENTIAL	DESIRABLE	HOW ASSESSED
1	Possess a degree in a relevant subject area (or equivalent qualification)	~		A
2	Possess a PGCE or equivalent teaching qualification or be willing to undertake if appointed.	~		A
3	Good standard of literacy and numeracy. At least GCSE passes grades A-C in English Language and Maths or equivalent	~		A
EXPE	RIENCE			
4.	Experience of delivering vocational/ academic programmes to students	~		A
5	Experience of teaching within an FE/HE context		\checkmark	A/I/T
6	Experience in a relevant vocational industry setting	\checkmark		A
7	Experience of supporting and managing diverse groups of people	~		1
8	Substantial experience in industry that is applicable to this role	~		A
9	Experience contextualising and embedding learning to meet specific learning needs	✓		I/T
10	Evidence of effective use of ICT/ILT in all aspects of work	~		I/T
11	Experience of collaborating with colleagues and inter agency working.	~		I
SKILI	LS & KNOWLEDGE			
12	Excellent teaching and learning skills	\checkmark		I/T
13	Experience of active learning and assessment methods		\checkmark	I/T
14	Knowledge of a range of teaching methodologies and the ability to utilise these effectively within a variety of contexts		✓	1
15	Work flexibly and to deadlines	\checkmark		1
16	Excellent planning, administration and organisational skills	~		I/T
17	Communicate effectively to a diverse range of stakeholders at all levels	~		I
18	Work autonomously and as a part of a cross-curricular team	~		I
19	Provide clear and formative feedback on academic and pastoral issues	✓		I
BEHA	AVIOURS			
20	Work effectively with colleagues as part of team	✓		1



21	Motivate and relate with students from a range of different cultural backgrounds	~	I/T
22	Comply with professional standards at work	✓	1
23	Show commitment to the improvement and maintenance of standards	~	1
24	Promote the College's equal opportunities policy and practices	~	1
25	Ensure the safeguarding of students	\checkmark	1

Notes

- 1. A satisfactory Enhanced Disclosure & Barring Service check is required for this post. Loughborough College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
- 2. Loughborough College retains the right as a condition of your employment to require you to undertake such other duties as may be expected of you in the post mentioned above, or in a similar post within the College.
- 3. This job description and person specification was prepared in **July 2017** and may be amended in light of changing circumstances following discussion with the post holder.

Job Description Agreement

Job Holder Signature	Date	
Manager Signature	Date	