

JOB DESCRIPTION

POST TITLE: LECTURER IN COMPUTER SCIENCE (50%)
POST NUMBER: WREQ2043
GRADE: LECTURER SCALE 1-6

JOB PURPOSE

As a Lecturer in Computer Science you will be required to teach across the sixth form curriculum. Computer Science is a popular subject at the Sixth Form and you will be delivering this subject through the Edexcel specifications.

KEY RESPONSIBILITIES

The post-holder will be responsible to a Subject Area Manager, and ultimately the Head of Sixth Form, for the following:

- Delivering high quality teaching and learning on sixth form A level Computer Science courses;
- Proactively tracking and recording student progress, ensuring that accurate and reliable information on the predicted achievement and success of learners is readily available;
- Completing and using initial assessments of learners to ensure that they are put on the appropriate level of course/qualification and that their learning needs are met;
- Achieving key targets in terms of attendance, retention, achievement and success;
- Implementing additional workshops and arranging additional support, where appropriate, to ensure that all learners in your groups can succeed;
- Ensuring quality assurance processes are implemented and robustly complied with;
- Setting and monitoring targets for students, ensuring that regular assessment feedback is provided that supports them to improve;
- Liaising with curriculum tutors and managers to update them on student progress, ensuring issues impacting on a learner's progress can be effectively addressed;

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- Preparing and developing exemplar learning materials, ensuring that materials are contextualised to vocational areas, available online and that materials are effectively meeting the needs of learners and awarding body requirements;
- Being an active and corporate member of the Sixth Form Team.

GENERIC DUTIES

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

- To complete all associated organisation/administrative work, preparation and marking.
- To deal with immediate student disciplinary and welfare problems.
- To keep and maintain specified student and class records.
- To plan, prepare, develop and evaluate courses and course materials, and where appropriate supervise course provision.
- To assist with administration, enrolment, pre-enrolment counselling and identification of customer requirements.
- To participate in Programme/School/College activities as requested, including parents' evenings.
- To participate and undertake Staff Appraisal and in-service training based on an assessment of individual service needs.
- To meet the requirements of the Health & Safety at Work Act 1974 and the College's Health & Safety Procedures.
- To be prepared to operate on a flexible year as required; members of the academic staff will normally be expected to work not more than two evenings per week on average.
- To undertake such other duties as may be reasonably required commensurate with the grade of the appointment.

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HEALTH AND SAFETY

All members of staff have a duty to maintain the safe and clean conditions of their workplace area and to cooperate 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: £11,802.00 – £15,584.50 per annum.

HOURS

Hours of attendance: 18.5 hours per week.

Annual leave: 177.75 hours per annum, inclusive of statutory bank holidays.

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

Lecturer contact hours: 414 hours per annum.

As a member of Weston College you will be committed to developing your skills in using technology to enhance learning, including use of the virtual learning environment 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 C or above (or equivalent), including English Language and Mathematics. All applicants must be able to provide evidence of a Level 2 Qualification in Mathematics and English Language, or be willing to undertake the qualification whilst in post.	✓	
A relevant degree (or equivalent), which is appropriate to the work.	✓	
Relevant and successful Maths teaching experience, to at least Level 3.	✓	
Teaching qualification*.	✓	
Postgraduate qualification and/or relevant professional experience.		✓
Computer literacy.	✓	
Highly motivated.	✓	
Committed to developing Maths and numeracy skills.	✓	
Excellent organisational and administrative skills.	✓	
Excellent interpersonal skills and the ability to work in a team.	✓	
Empathetic and inclusive approach to learners.	✓	
Innovative and flexible approach to the delivery of Maths.	✓	
Promoting a culture of involvement, listening and being responsive to students' needs.	✓	
Willingness to undertake a Subject Specialist Qualification.	✓	

- * All candidates for teaching posts must possess a recognised Teaching Qualification, or be prepared to gain (with the assistance of the College) a qualification within the first year of service.