

## Job Description: Lecturer/Assessor

<b>Title:</b>	Lecturer
<b>Grade:</b>	Lecturer 21-29* <i>progression through spine points 27-29 inclusive conditional on holding or being enrolled on Cert Ed, DTTLs or PGCE and have current timetabled teaching.</i>
<b>Activity:</b>	Regulated
<b>Contact Hours:</b>	Annual maximum: 865-1080 hours
<b>Responsible to:</b>	Head of Faculty

### Job Purpose:

To provide an outstanding learner experience through teaching, training, reviewing and assessing learners, enabling timely achievement.

### Main Responsibilities:

1. Provide Teaching, Training, Learning and Assessment
- 1. Teaching, Learning and Assessment**
  - 1.1 Participate in the interviewing, enrolment/activation and induction of learners.
  - 1.2 Provide teaching and learning whether in a classroom, a workshop, an employer's location or other work environment.
  - 1.3 Prepare schemes of work, lesson assessment & IV plans.
  - 1.4 Coordinate and prepare for EV visits, IQA and end point assessments.
  - 1.5 Take responsibility as framework lead as / when required.
  - 1.6 Identify any changes in the WBL curriculum offer (out of date or new courses) and work with Business Solutions and Head(s) of Faculty to implement necessary changes.
  - 1.7 Work with the Faculty Programme Leads and Work Based Tutors in the same subject area to ensure maximum efficiencies and standardization for all learners and apprentices.

- 1.8 Provide ongoing assessment and feedback to learners by setting and marking work both relevant and appropriate to the course, including in the workplace where required.
- 1.9 Provide appropriate academic and/or vocational support to individual learners, referring them, where appropriate, to other agencies.
- 1.10 Contribute to the wider enrichment of learners and support students' pastoral needs.
- 1.11 Contribute to the maintenance of an effective, efficient and professional learning environment.
- 1.12 Ensure resource material and teaching reflect best practice, contributing to the quality of provision as measured by retention, attendance, success rates, grades and value added.
- 1.13 Participate in appropriate quality assurance procedures.
- 1.14 Prepare learners for a range of accreditation and assessments.
- 1.15 Maintain accurate and detailed student records including the writing of reports and references.
- 1.16 Set and monitor Personal Targets and eILPs according to Faculty and College Policy.
- 1.17 To track the progression of learners, including work place reviews, to ensure timely achievement.
- 1.18 Provide specialist advice to learners and organisations regarding vocational and work based qualifications, delivery and progression options.
- 1.19 Keep up to date with curriculum advancements and ensure all programs are relevant and fully funded.
- 1.20 Participate in open evenings, recruitment, trade events, conferences and other marketing events.

## 2. **Additional Duties**

- 2.1 Promote a teaching, learning and working environment that is free from discrimination and where all students and staff are encouraged to express their individuality.
- 2.2 Be responsible for safeguarding and promoting the welfare of learners.
- 2.3 Undertake such additional duties as may be reasonably required commensurate with the level of responsibility within the College at any of the College's sites or place of work.
- 2.4 Promote and conduct your professional duties and responsibilities within the parameters of the College's agreed values and aims.

# Person Specification

## Lecturer/Assessor

Criteria		How Evaluated	
		Application	Interview
<b>Experience</b>	<b>Essential:</b>		
	Recent experience working within the relevant industry	✓	✓
	Working effectively within a team to meet shared objectives	✓	✓
	Using own initiative to drive forward work		✓
	Teaching or training young people and adults	✓	✓
	<b>Desirable:</b>		
	Experience delivering bespoke courses to a range of partners	✓	✓
	Experience of developing training solutions	✓	
	Achieving targets	✓	
<b>Skills and Abilities</b>	<b>Essential:</b>		
	Good communication skills (at all levels)		✓
	Ability to inspire young people & adults	✓	✓
	IT Literate – use of databases, competent user of Microsoft office (Word, Excel, Access and Power point)	✓	✓
	Driving Licence held for 2 years with no more than 6 points.	✓	
	Ability to record and report on progress towards complex data sets	✓	✓
	<b>Desirable:</b>		
	Attention to detail	✓	✓

Criteria		How Evaluated	
		Application	Interview
<b>Qualifications</b>	<b>Essential:</b>		
	Recognised vocational qualification at level 3 or above.	✓	
	Willingness to complete the Cert Ed within 3 academic years of joining the college	✓	
	Willingness and commitment to work towards and achieve TAQA (A1 and or V1 or equivalent)	✓	
	GCSE English & Maths at C grade or above (or equivalent)	✓	
	<b>Desirable</b>		
	Teaching qualification (DTLLS / Cert Ed / PGCE)	✓	
	TAQA (A1 and V1 or equivalent)	✓	
<b>Personal Qualities</b>	<b>Essential:</b>		
	Enthusiasm and drive for subjects taught	✓	✓
	Excellent time management	✓	✓
	<b>Desirable:</b>		
	Passion for teaching and assessment and learning in the life-long sector	✓	✓
<b>Mandatory Requirements</b>	<b>Essential:</b>		
	Commitment to safeguarding and promoting the welfare of children and vulnerable adults in College		✓
	Commitment to equal opportunities		✓

# Exeter College Values

At Exeter College we are committed to being an exceptional College. Therefore all employees will be expected to demonstrate our Exeter College Values.



## VISION

To be an exceptional college.

## MISSION

To shape the future of education by delivering excellence in all aspects of our work, in order to realise the ambitions of our learners, city and region.

