

## **BARNET AND SOUTHGATE COLLEGE**

### **JOB DESCRIPTION**

<b>POST TITLE:</b>	Foundation Learning Lecturer
<b>SALARY:</b>	Main Grade Lecturer point 7-12, £32,121-£42,379 per annum inclusive of outer London weighting pro rata
<b>HOURS:</b>	14 hours (0.4 FTE) per week x 52 weeks per annum
<b>LOCATION:</b>	The post holder may be required to work at any of the College's sites or partner institutions.
<b>RESPONSIBLE TO:</b>	Curriculum Manager for Foundation Learning and Science

### **CORE RESPONSIBILITIES**

1. To teach BTEC E3 and L1 units, plus related subjects to a range of classes as required.
2. To plan and carry out practical work associated with that teaching.
3. To take responsibility for accurate record keeping, effective tracking of students and prompt submission of required statistical data.
4. To contribute to subject teams by, for example, developing new curriculum materials, liaising with part time colleagues and attending team meetings.
5. To liaise with other staff and the management team as appropriate.
6. To act as a personal tutor to a range of students, if so required, and attend course tutor meetings.
7. To undertake staff development, including industrial placements, as appropriate and as required.
8. To participate in the College Appraisal Scheme.
9. To carry out other duties commensurate to the grade and scope of the post as may be required from time to time.
10. To use new learning technologies in undertaking your duties as appropriate (Barnet and Southgate College undertakes to provide training for staff to achieve relevant basic competencies where required).
11. To carry out duties at all times with due regard to the College Equal Opportunities, Health and Safety, No Smoking and Quality Management Policies.

## PERSON SPECIFICATION

CRITERIA	Essential	Desirable
<b>Qualifications</b>	Relevant subject degree	
	PGCE or equivalent teaching qualification	
<b>Experience</b>	Commitment to and experience of working with students with a range of abilities, and from a diversity of backgrounds	Experience of curriculum development
	Recent experience of, and familiarity with teaching BTEC to a range of levels and to a wide range of age groups	
	Relevant successful teaching experience on vocational and academic programmes	
	Proven administrative skills	
	A flexibility in teaching methods, and an innovative and enthusiastic approach to the subject(s) s/he teaches	
<b>Knowledge &amp; Skills</b>	Ability to work under own initiative but also collaborating and in consultation with line manager	Ability to make effective and innovative use information technology to enhance teaching and learning
	Ability to communicate and the empathic skills necessary to effectively function as a course tutor	
	Proven classroom management skills	
	Able to work under pressure	
	Effective written communication skills	
	Effective oral communication and presentation skills	
	Ability to contribute to the development of TEL strategies in the Centre	
<b>Personal Attributes</b>	Commitment to educational values and equality of opportunity	
	Ability to work effectively as a team member	
	Flexible attitude and the ability to accept and implement Change	
	Commitment to educational values and equality of opportunity	