

BARNET SOUTHGATE COLLEGE

JOB DESCRIPTION

POST TITLE: Main Grade Lecturer – Foundation Learning -1FTE

SALARY: Main Grade Lecturer Salary Point 7 – 12
(£34,470 to £45,479 per annum pro rata,
inclusive of London Weighting)

HOURS: 35 hours per week, 52 weeks per year

PRIMARY LOCATION: Barnet Campus

RESPONSIBLE TO: Curriculum Managers – Foundation Learning

PURPOSE OF THE POST:

We are seeking a committed lecturer to join our team as a Media specialist and personal tutor to learners aged 16-18 on our successful Foundation Learning course. The right candidate will have the skills and knowledge to deliver GCSE Media and BTEC Level 1 courses. This role may also involve teaching additional vocational units within our level 1 BTEC offering.

MAIN DUTIES

Teaching

1. To teach GCSE Media and BTEC Level 1 Vocational Skills as well as other vocational units as required.

Student Support

2. To liaise closely with other members of team as a main course tutor or co-tutor, in order to provide the support that our learners require.

Administration, Development & Quality

3. To undertake all required record keeping.
4. To administer and deliver paperwork required for NEA assessment for GCSE Media
5. To administer, deliver Level 1 BTEC assessments on the programme.
6. To contribute to quality control and review mechanisms effectively.
7. To contribute to the College Open Days, Advice & Guidance and Career events.
8. To participate in the College CPD process.

General duties and responsibilities

1. To provide a helpful, professional and flexible service to internal or external customers of the department or the College.
2. To act in accordance with college values and positively represent Barnet and Southgate College in all aspects of your work.
3. To operate in accordance with the College's policies and procedures.
4. To act in a safe manner which safeguards the health and safety of yourself and others.
5. To be aware of equality and diversity, the needs of customers and learners and demonstrate these principles in all aspects of your work.
6. To be familiar with and comply with the College's safeguarding requirements which protect the welfare of children and vulnerable adults.
7. To participate in and take responsibility for your own learning and development
8. To provide cover or support for other members of your team and undertake any other duties required by your line manager appropriate to your position within the organisation. This includes attending other Barnet and Southgate College campuses if required.

NOTE: Please be aware that the duties and responsibilities outlined above are not exhaustive and may be varied from time to time after consultation with the jobholder. They do not form part of the jobholder's contract of employment.

Person Specification

CRITERIA	Essential	Desirable	Method of Assessment A – Application Form I – Interview
Qualifications	A degree or appropriate other qualifications is essential.		A
	A teaching qualification is essential.		A
	Minimum 3 years' teaching experience and experience in tutorial support.		A,I
Experience	Experience in delivering BTEC qualifications	Teaching Functional Skills English and ICT/digital skills /Media / GCSE Media	A,I
Knowledge & Skills	An understanding or empathy for the difficulties faced by 16-18 learners currently being referred to providers.		I
	Sound organisational and communication skills are essential.		I
	An ability to work under pressure and meet deadlines is essential		I
	Ability to work effectively as a member of a team and autonomously as required		I
	Effective written and verbal communication skills at all levels		A,I
	Ability to manage and prioritise own workload to ensure deadlines are met		I
	Excellent interpersonal and communication skills are essential		I
Personal Attributes	Evidence of commitment to own continuous professional development		I
	To uphold and behave in accordance with the College's core values		I
	A professional and flexible approach to work		I

CRITERIA	Essential	Desirable	Method of Assessment A – Application Form I – Interview
	Commitment to promoting equality and diversity, safeguarding, health and safety and the learner voice		I
	A willingness to work flexibly is essential		I