Job Title: Lecturer B
Hours per week: 37
Responsible to: Head of Department

Main duties:

Teaching, Learning and Assessment

1. To ensure that students achieve their academic potential by contributing to the effective planning, outstanding delivery and implementation of formative and summative assessment in line with the awarding body requirements and the College Learning Framework

2. To develop and deliver best practice in learning, teaching and assessment

3. To keep up-to-date with curriculum initiatives, development of standards and general developmental and professional issues relating to the delivery of learning in your area

4. To assess students' work in accordance with the College and departmental assessment policies and awarding body requirements

5. To assess and record students' progress systematically using the recognised College systems and to use assessment to inform planning of lessons and homework to support students to achieve their academic potential

6. To mark and return work to students in accordance to departmental policies, providing constructive oral and/or written feedback that clearly indicates strategies for improvement and progress against individual targets

7. To actively respond to strengths or areas for development from students' assessment results and to use this information to incorporate strategies to improve student performance and success rates whilst enhancing the learning experience

8. To provide accurate and regular feedback on student progress and outcomes to managers and students and to use this information to continuously improve teaching and learning

9. To monitor and manage student attendance and promote positive behaviour for learning, following college procedures for any unacceptable behaviour

10. To implement quality procedures, contributing to thorough, evaluative programme reviews which feed into the self-assessment process

11. To complete documentation, appropriate records of learner performance and administration associated with role and responsibilities

12. To undergo continuous professional development as appropriate and directed

13. To assist in the implementation of pastoral and welfare systems for students, including induction, recording achievements and action planning

14. To act as a Personal Tutor when required, providing advice and guidance in pastoral and welfare matters to assigned students in line with College procedures

15. To contribute to Open Evenings and other school liaison activities to promote your subject area and enthuse students to come to Wigan and Leigh College

16. To undertake course co-ordination as required

Lecturer B Duties

1. To contribute to the organisation of designated subjects/courses or parts of subjects/courses as required by the Head of Department (course tutor duties).
2. To assist in the communication and implementation of College policies and procedures.
3. To contribute to the Departments Self-Assessment Review and implement the agreed action plan.
4. To attend course/subject/team /College meetings as directed.
5. To contribute to special events when required eg) inspections, prize giving, open events, productions.
6. To interview prospective students as required by the Head of Department.
7. To lead the organisation of complex/significant subjects/courses.
8. To maintain good relationships with relevant professional agencies and with awarding bodies to ensure the relevance of the teaching duties.
9. To participate in curriculum reviews, innovation and change in response to College or external demands.
10. To support the Head of Department to lead and contribute to curriculum innovation, development and implementation.
11. To comply with the requirements of the quality assurance procedures related to the designated subjects/courses and the cross College quality procedures.
12. To produce the course review and evaluation documentation for the courses delivered/responsible for when directed by the Head of Department.
13. To contribute to the marketing activities within the designated subjects/courses e.g. preparation of publicity materials, attendance at Open Evenings and sampling.
14. To assist in the development of the effective subject/vocational links with Partnership schools, employers and other external agencies.
15. To support the admissions process for students as required by the Head of Department.
16. To work with other subject staff to ensure a sharing and effective useage of resources to the benefit of the College and its students.
17. To supervise and mentor staff as required by the Head of Department.
18. To co-ordinate the effective sharing and useage of resources.
19. To support with the induction of new staff in line with College procedures.

Other Responsibilities:

17. To uphold College policies and procedures, promoting those specifically applicable to this area of work, including Equality & Diversity and to work actively to create an ethos that promotes equality, celebrates cultural and academic diversity and ensures the inclusion of students of all abilities, including those with special educational needs

18. To comply with Health & Safety policies and procedures and attend training as requested

19. To comply with the college's own safeguarding policy and practices and attend training as requested

20. To keep up to date, so far as necessary, for the efficient executing of the job, with new legislation, procedures and techniques and attend relevant mandatory training

21. To attend CPD activities at the College and actively contribute to sessions, sharing best practice and openly learning from colleagues outstanding practice

22. To be conversant with and participate in activities and developments at college, regional and national level which are relevant to the post

23. To present and promote an appropriate public image in representing the college

24. To work flexibly as directed by the line manager

25. To travel as required for the role and to work flexibly outside of normal office hours in line with business need

26. To undertake any other duties as may reasonably be required commensurate with the post

Qualifications

- GCSE maths and English grade C qualifications or recognised equivalent to be attained within the probationary period
- Degree or vocational qualification at the appropriate level in a relevant subject
- Possess an appropriate recognised teaching qualification or to obtain within 2 years of the first available course

Knowledge

- Relevant and current subject knowledge
- Knowledge and understanding of excellent teaching, learning and assessment practices and quality assurance

Competencies

- Effective communication skills and able to work flexibly as part of the College team
- ICT competent/e-learning/ILT
- Able to act as a pastoral tutor

January 2017

This job description is current at the above date. In consultation with the post holder it is liable to variation by the College to reflect actual, contemplated or proposed changes in or to the job.