

## JOB DESCRIPTION

### JOB IDENTIFICATION

<b>Job Title:</b>	<b>Lecturer in Public Services</b>
<b>Responsible To:</b>	<b>Head of Section</b>
<b>Department:</b>	<b>Public Services</b>
<b>Salary Grade:</b>	<b>Lecturers Grade</b>

### JOB ROLE

<p>Support the development of the Public Services provision that includes teaching Level 1 -3 NCFE</p> <p>Support the Head of Section in designing an interesting, interactive and varied curriculum that meets the needs of students, local communities, external agencies and employers.</p> <p>Undertake a teaching load, which is in line with agreed contract.</p> <p>Carry out departmental duties, in line with your agreed contract.</p> <p>Develop a range of relevant work experience and enrichment opportunities that may include sport activities, educational trips and visits and guest speakers.</p> <p>Actively contribute to the process of continuous improvement in the quality of teaching and learning.</p> <p>Achieve outstanding outcomes for all students and provide a positive overall experience at Sandwell College.</p> <p>The post may involve working with external agencies, college partners, local businesses and employers to contribute to meeting the diverse needs of learners.</p>
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## KEY DUTIES

No	Description of Duties
1	Deliver specific programmes as directed by your line manager
2	Participate in curriculum development and planning
3	Maintain appropriate records for both academic and administrative purposes
4	Carry out administrative duties in accordance with the general policy framework of the college
5	Take responsibility of courses and course tutorship including personal tutoring
6	Assume joint responsibility within course teams for quality of course delivery
7	Use ILT to support and enhance the delivery of the study programme, including the use of the VLE (moodle) and management information systems eg promonitor, EBS
8	Identify and develop materials suitable for teaching and learning purposes
9	Assist in the development of effective support systems for students on mainstream programmes
10	Liaise regularly with parents, carers, corporate parents eg Social Workers, Support Workers
11	Organise and take part in residential, educational trips and visits and enrichment activities to include guest speakers
12	Develop and monitor work experience
13	Support the expansion and development of the learning provision
14	Carry out academic duties in accordance with the general policy framework of the college.
15	Ensure effective communication takes place with management, staff, students, customers and clients
16	Support fully at all times the college aims and objectives
17	Ensure a high level of confidentiality at all times

18	Undertake appropriate in-service training when required to do so
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## Standard Clauses - all Job Descriptions

- To comply with the College's policies and procedures
- To comply with the College's safety policy and other safety procedures and guidelines are deemed part of the job description. Employees must look after their own Health & Safety and welfare and be mindful of other persons who may be affected by their acts.

## PERSON SPECIFICATION

### Job Title: Lecturer in Public Services

Candidates will be assessed for shortlist and interviewed against the following criteria.

Shortlisting Criteria		Essential	Desirable
<b>1. Qualifications</b>			
1.1	Hold a Level 5 Public Services subject specialism or be working towards one	✓	
1.2	Certificate in Education or Level 5 Teaching Qualification	✓	
<b>2. Experience</b>			
2.1	Experience of teaching Public Services	✓	
2.2	Experience of working with "Skills for Life" Within the Qualification Curriculum Authority regulating framework.	✓	
2.3	Experience of teaching Entry Levels Functional Skills ICT	x	
2.4	Experience of internal verification/moderation		✓
2.5	Experience of liaising and working in collaboration with outside agencies	✓	
<b>3. Skills/Abilities</b>			
3.1	Be able to work as part of a team	✓	
3.2	Be able to present information to learners and colleagues using ILT	✓	
3.3	Excellent organisational and administrative skills	✓	

Shortlisting Criteria		Essential	Desirable
3.4	Ability to work under pressure	✓	
3.5	Ability to inspire and motivate students	✓	
3.6	Ability to teach using diverse methods and adapt to needs of particular student groups	✓	
3.7	Teach a range of abilities in one group	✓	
<b>4. Special Requirements</b>			
4.1	Willingness to work within a team to implement strategic policy	✓	
4.2	Genuine understanding of and commitment to Equal Opportunities in practice, sensitivity to students, staff and client needs	✓	
4.3	Prepared to actively participate in new developments	✓	
4.4	Providing advice or guidance to students aged 16+ relating to their physical, emotional and or educational well-being	✓	