

Associate Lecturer

Title: Associate Lecturer

Grade: Associate Lecturer

Activity: Regulated

Contact Hours: Variable Hours – annual maximum: 1080hrs, weekly maximum; 30hrs

Responsible to: Head of Faculty

Key role objectives

Provide an outstanding student experience through teaching, learning and assessment, enabling students to maximise their potential.

Main Duties

Provide teaching, learning and assessment.

1. Teaching, Learning and Assessment:

- 1.1 Participate in the interviewing, enrolment and induction of students.
- 1.2 Provide teaching and learning whether in a classroom or a workshop.
- 1.3 Prepare schemes of work, lesson and assessment plans.
- 1.4 Provide ongoing assessment and feedback to students by setting and marking work both relevant and appropriate with the course.
- 1.5 Provide appropriate academic and/or vocational support to individual students, referring them, where appropriate, to other agencies.
- 1.6 Contribute to the wider enrichment of students and support student's pastoral needs.

- 1.7 Contribute to the maintenance of an effective, efficient and professional learning environment.
- 1.8 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.
- 1.9 Participate in appropriate quality assurance procedures.
- 1.10 Prepare learners for a range of accreditation and assessments
- 1.11 Maintain accurate and detailed student records, including the writing of reports and references.
- 1.1 Set and monitor Personal Targets and eLPs according to Faculty and College Policy.
- 1.2 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 students.
- 2.1 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.
- 2.2 Promote and conduct your professional duties and responsibilities within the parameters of the College's agreed values and aims.

Reviewed: October 2019



Person Specification

Associate Lecturer

| Criteria | | How Evaluated | |
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| | | Application | Interview |
| Experience | <p>Essential:</p> <ul style="list-style-type: none"> - Relevant industrial experience <p>Desirable:</p> <ul style="list-style-type: none"> - Experience of teaching in Further Education | | |
| Skills & Abilities | <p>Essential:</p> <ul style="list-style-type: none"> - Excellent verbal and written communication skills - Planning, organisation and time management skills - Ability to motivate and inspire learners - Ability to work to deadlines - Administrative and record keeping skills <p>Desirable:</p> <ul style="list-style-type: none"> - Demonstrable IT competency | | |
| Qualifications | <p>Essential:</p> <ul style="list-style-type: none"> - Teaching qualification or willingness to work towards one - Relevant industrial qualifications <p>Desirable:</p> <ul style="list-style-type: none"> - Professional or academic qualification appropriate to subject area | | |
| Personal Qualities | <p>Essential:</p> <ul style="list-style-type: none"> - Flexible approach to working arrangements | | |

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| | <p>Desirable:</p> <ul style="list-style-type: none"> - Willingness to undertake further training if necessary | | |
| <p>Mandatory requirements</p> | <p>Essential:</p> <ul style="list-style-type: none"> - Commitment to safeguarding and promoting the welfare of children and vulnerable adults in College - Commitment to equal opportunities | | |

Reviewed: October 2019

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.

