

Job Description

Functional Skills Lecturer (Qualified)

Purpose of the Post

The Lecturer will be responsible for ensuring effective, learner-centred learning opportunities take place. This will include working in consultation with other colleagues.

The Lecturer will ensure that students from Entry 3 to Level 2 are supported appropriately in developing their functional skills in maths and english.

The lecturer will teach through a blended learning approach to include virtual delivery and face to face

The Lecturer will assist the management team in the development of Orchard Hill College and Academy Trust as a professional resource.

Reporting Relationships

The Lecturer will report to their direct line Manager.

Functional Links

The Lecturer will be expected to work in collaboration with a wide range of colleagues, and will need to maintain strong communication systems with a variety of individuals. These will include:-

1. The exams officer
2. Administrative staff
3. Internally quality Assurers

Duties and Responsibilities

- Effective planning of teaching/learning within functional skills maths and English.
- Implementing appropriate assessment, objective setting, recording, reporting and evaluation of functional skills programmes.
- Ensuring that student learning experiences meet the needs of individuals and groups promoting progression, continuity and quality of learning.
- Use a variety of suitable teaching and learning styles and to communicate clear learning objectives and expectations.

- Use relevant classroom management strategies to ensure that a purposeful environment for teaching and learning can take place.
- Organise and maintain a stimulating work environment appropriate for the range of activities taking place
- Ensuring that equipment/materials required for teaching/learning are organised and readily available to promote learning.
- Commitment to upholding the ethos of Orchard Hill College and Academy Trust as an educational provision, which ensures that the dignity of the learner and the relationships between staff and students is positive and responsive.
- Deliver functional skills sessions through a blended learning approach to students learning at Entry 3- Level 2.
- Effective management and supervision of team members, including whenever necessary, volunteers, students and visitors, ensuring planning co-operatively, sharing information, ideas and expertise.
- Participation in internal and external meetings to include:
 - Staff meetings
 - Support meetings
 - Teaching Team meetings
- Contribute to the identification of development strategies for Orchard Hill College and Academy Trust as a whole:
 - Understanding and inducting others into the core values of the College.
 - Participation in regular reviews of the service as a whole.
 - Providing suggestions for development.
 - Participation in, or leading, working groups identified to implement specific areas of the development plan.
- Represent Orchard Hill College and Academy Trust when required to do so, e.g. at meetings, conferences, receiving visitors.
- Promotion of and compliance with policies adopted by Orchard Hill College and Academy Trust Governing Body, including Safeguarding, Equality and Diversity, Health & Safety.
- To undertake such other duties of a similar nature as required by the Principal.

Other Information

This job description reflects the current situation. It may be altered in detail and emphasis in the light of changes, service needs or function. Any changes will be fully discussed with the post holder.