

Job Description: Lecturer/Assessor

Title:	Lecturer
Grade:	Lecturer 21-29* <i>progression through spine points 27-29 inclusive conditional on holding or being enrolled on Cert Ed, DTTLs or PGCE and have current timetabled teaching.</i>
Activity:	Regulated
Contact Hours:	Annual maximum: 865-1080 hours, weekly maximum 30
Responsible to:	Head of Faculty

Job Purpose:

To provide an outstanding learner experience through teaching, training, reviewing and assessing learners, enabling timely achievement.

Main Responsibilities:

1. Provide Teaching, Training, Learning and Assessment
- 1. Teaching, Learning and Assessment**
 - 1.1 Participate in the interviewing, enrolment/activation and induction of learners.
 - 1.2 Provide teaching and learning whether in a classroom, a workshop, an employer's location or other work environment.
 - 1.3 Prepare schemes of work, lesson assessment & IV plans.
 - 1.4 Coordinate and prepare for EV visits, IQA and end point assessments.
 - 1.5 Take responsibility as framework lead as / when required.
 - 1.6 Identify any changes in the WBL curriculum offer (out of date or new courses) and work with Business Solutions and Head(s) of Faculty to implement necessary changes.
 - 1.7 Work with the Faculty Programme Leads and Work Based Tutors in the same subject area to ensure maximum efficiencies and standardization for all learners and apprentices.

- 1.8 Provide ongoing assessment and feedback to learners by setting and marking work both relevant and appropriate to the course, including in the workplace where required.
- 1.9 Provide appropriate academic and/or vocational support to individual learners, referring them, where appropriate, to other agencies.
- 1.10 Contribute to the wider enrichment of learners and support students' pastoral needs.
- 1.11 Contribute to the maintenance of an effective, efficient and professional learning environment.
- 1.12 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.
- 1.13 Participate in appropriate quality assurance procedures.
- 1.14 Prepare learners for a range of accreditation and assessments.
- 1.15 Maintain accurate and detailed student records including the writing of reports and references.
- 1.16 Set and monitor Personal Targets and eLPs according to Faculty and College Policy.
- 1.17 To track the progression of learners, including work place reviews, to ensure timely achievement.
- 1.18 Provide specialist advice to learners and organisations regarding vocational and work based qualifications, delivery and progression options.
- 1.19 Keep up to date with curriculum advancements and ensure all programs are relevant and fully funded.
- 1.20 Participate in open evenings, recruitment, trade events, conferences and other marketing events.

Mandatory Duties

1. Responsibility for safeguarding and promoting the welfare of children and vulnerable adults
2. Responsibility for promoting equality of opportunity and access to all, irrespective of age, background, race, gender, religion, ability, disability or sexuality.

Additional Duties

To undertake such additional duties as may be reasonably required commensurate with the level of responsibility within the College at the initial place of work or any other of the College's sites within the Exeter area and may need to travel overseas.

Reviewed: April 2021

Person Specification

Lecturer – Skills/ Trainer/ Assessor/ Class based

Criteria		How Evaluated	
		Application	Interview
Experience	Essential:		
	- Working effectively within a team to meet shared objectives	✓	✓
	- Using own initiative to drive forward work		✓
	- Teaching or training young people and adults	✓	✓
	Desirable:		
	- Experience delivering bespoke courses to a range of partners	✓	✓
	- Experience of developing training solutions	✓	
Skills and Abilities	- Achieving targets	✓	
	- Recent experience working within industry	✓	✓
	Essential:		
	- Good communication skills (at all levels)		✓
	- Ability to inspire young people & adults	✓	✓
	- IT Literate – use of databases, competent user of Microsoft office (Word, Excel, Access, Outlook and PowerPoint)	✓	✓
	- Driving Licence held for 2 years with no more than 6 points.	✓	
	- Ability to record and report on progress towards complex data sets	✓	✓

	Desirable: <ul style="list-style-type: none"> - Attention to detail - Experience with One File 	✓ ✓	✓ ✓
Qualifications	Essential: <ul style="list-style-type: none"> - Recognised vocational qualification at level 3 or above in Business or IT. - Willingness and commitment to work towards and achieve TAQA (A1 and or V1 or equivalent) - GCSE English & Maths at C grade or above (or equivalent) Desirable: <ul style="list-style-type: none"> - Teaching qualification (DTLLS / Cert Ed / PGCE) or willingness to work towards - TAQA (A1 and V1 or equivalent) 	✓ ✓ ✓ ✓ ✓	✓
Personal Qualities	Essential: <ul style="list-style-type: none"> - Enthusiasm and drive for subjects taught - Excellent time management Desirable: <ul style="list-style-type: none"> - Passion for teaching and assessment and learning in the life-long sector 	✓ ✓ ✓	✓ ✓ ✓
Mandatory Requirements	Essential: <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: April 2021

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.

