SANDWELL COLLEGE
A CAREERS COLLEGE
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JOB DESCRIPTION

JOB IDENTIFICATION

Job Title:	**A-Level Lecturer (Sixth Form)**
Responsible To:	**Head of Section**
Department:	**Central Sixth**
Grade of Job:	**Qualified Lecturer**

JOB ROLE

Be responsible for the delivering and development of courses with particular emphasis on A Level and equivalent courses in the sixth form.

Undertake a teaching load, which is in line with agreed contract.

Contribute to the process of continuous improvement in the quality of teaching and learning.

Work towards successful outcomes for students and a positive overall experience at Sandwell College.

The post may involve working with external agencies, college partners, local businesses and employers to contribute to meeting the diverse needs of learners.

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 Information Learning Technology (ILT) in the development of learning materials and use multimedia learning resources in the delivery of the learning experience.
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	Support the expansion and development of the learning provision
11	Carry out academic duties in accordance with the general policy framework of the college.
12	To assist with the recruitment, induction and ongoing support of learners through attending open events, parents evenings and interviewing potential student.
13	Ensure effective communication takes place with management, staff, students, customers and clients
14	Support fully at all times the colleges aim and objectives
15	Ensure a high level of confidentiality at all times.
16	Undertake appropriate in-service training when required to do so

Standard Clauses - all Job Descriptions

- To comply with the College's policies and procedures

- To comply with Sandwell 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.

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PERSON SPECIFICATION

Job Title: Lecturer (sixth form)

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

	Short listing criteria	Essential	Desirable
	1. Qualifications		
1.1	Hold a relevant subject specialism (e.g. first degree in a relevant subject) or be working towards one	✓	
1.2	Certificate in Education or Level 5 Teaching Qualification	✓	
1.3	Higher degree such as Masters Degree or PhD		✓
	2. Experience		
2.1	Experience of teaching chosen specialist subject	✓	
2.2	Knowledge of key skills/functional skills		✓
2.4	Experience of internal verification/moderation		✓
2.5	Experience of teaching A Levels		✓
2.6	Experience as an A Level examiner		✓
2.7	Experience as a personal tutor		✓
2.8	Track record of the successful delivery of chosen subject at A Level or other Level 3 qualification.		✓
	3. Skills/Abilities		
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	Good organisational and administrative skills	✓	
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	✓	
	4. Qualities		
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	✓	