BARNSLEY COLLEGE

**JOB DESCRIPTION (REC 3)**

**Post Title:** Lecturer

**Department:** Construction

**Reporting to:** Course Leader

**Grade:** T3

**Summary of the Post**

To teach on a range of courses in the department. To support Course Leaders in developing new courses and methods of curriculum delivery and to contribute to the overall success rate, growth and development of the department.

**Main Duties**

* To formally teach on a range of courses using a variety of methods.
* To contribute to the review, planning and development of the curriculum.
* To contribute to the development of new courses, curricula and/or methods of delivery.
* To produce and develop schemes of work, lesson plans and develop new teaching and learning materials for use by self and Teacher/Assessors within the programme area.
* To promote highly effective relationships with learners to foster learning
* To contribute to the development of strategies to improve student retention, attendance, achievement, success rates and value added for named courses/cohorts of students.
* Devise and apply a range of assessment activities.
* Assess students work and provide high quality written and verbal feedback to support learners to improve and achieve their maximum potential, within the policy guidelines
* Verify and certificate work as appropriate.
* Provide academic and pastoral support to guide, challenge and inspire learners to achieve their maximum potential.
* Contribute to the enrolment and marketing process for new and future learners including interviews, assessments, schools events and promotions.
* Carry out student reviews and record on the appropriate college system
* Produce student references and reports for parents and attend Parent Evenings in line with the college procedures
* Undertake initial and diagnostic assessment of students.
* Produce and monitor individual learning plans for learners and update them where necessary.
* Monitor and report on individual student progress, progression and destinations

**Standard Duties in all College Job Descriptions**

* Engage in the implementation of College Quality systems.
* Show a commitment to diversity, equal opportunities and anti-discriminatory practices.
* Show a commitment to ensuring that children and young people learn in a safe environment.
* Ensure that all information is secured, used and maintained in line with internal and external standards including ensuring that confidential information is processed in line with the Data Protection Act and College policies
* Participate in relevant and appropriate training and development as required.
* These duties may be amended from time to time by the line manager in consultation with the post holder.

**Departmental Specific Duties**

* Utilise the college data management systems and produce reports and updates as required by the line manager
* Set stretching and challenging SMART targets for all learners and ensure these are achieved
* Produce lesson plans and schemes of learning for use by teaching staff in vocational workshops
* Comply with the departments Health and Safety procedures including enforcing PPE rules for staff and learners
* Complete progress updates for learners and share with WBL team in relation to apprentices
* Work collaboratively with Tutorial Team Leader to ensure Outstanding tutorial support for the all learners
* Work Collaboratively with Essentials Skills Leader to ensure full compliance and attendance at English and Maths for learners in the vocational Area
* To comply with Awarding Organisations requirements for all qualifications offered in the vocational area
* To lead the department to achieve agreed targets including retention, achievement, success and growth in learner numbers and income
* Ensure all learner applications are dealt with in a timely manner and ensure interviews are conducted and required documentation completed
* Chair regular team meetings of staff working in the vocational area
* Report all accidents, near misses or incidents in line with departmental procedures

**Line Management**

If your job includes line management you may be asked to line manage members of staff who spend most of their time working on the course or courses that you lead. This will usually be either Instructors, Associate Teachers or support staff who are central to the course or courses you are leading. If you are asked to line manage staff, your manager or Head of Department will discuss this with you and ensure you are supported and receive appropriate training.

**Method of Working**

Barnsley College expects all staff to work effectively as part of a team or teams, delivering high quality education and support to staff and students. As a minimum this requires dealing with people politely and tactfully, communicating with colleagues and students both formally and informally, offering guidance and information in accordance with College guidelines, policies and procedures when requested and contributing to the maintenance of the Barnsley College environment. In order to do this staff are expected to make themselves aware of the relevant policies and procedures. All staff are required to maintain confidentiality as required.

**Public Relations**

Considerable importance is attached to the public relations aspect of all work undertaken by Barnsley College staff. It is a prime objective therefore that staff will at all times project to the public the image of the college as keen to assist wherever possible, and positively promote the work that is carried out across its various services.

**PERSON SPECIFICATION REC 4 – Lecturer**

**Guidance Notes**: Please detail the Essential and Desirable criteria required for the specific post that is being advertised. This document will form part of the advertisement and recruitment pack to candidates. If an applicant does not meet all the criteria listed as ‘Essential’ they should not be interviewed.

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| **Specification** | **Essential** | **Desirable** | **Examples Measured by** |
| **Education and Training**  Formal qualifications and relevant training | Teaching qualification (Cert Ed, PGCE or equivalent)  Level 3 (or equivalent qualification) in a relevant subject  GCSE English and Maths (Grade A-C) or equivalent Level 2 qualification | Assessor and Verifier qualifications  Health and Safety Qualification | Application Form  Documentary Evidence  References |
| **Work Experience**  Ability to undertake duties of the post | 2 years’ experience of working within an education setting  Experience of delivering learning to a range of learners  Experience of developing learning materials | Line management experience.  Relevant teaching experience. | Application Form  Interview  Performance of task / test at interview |
| **Skills and Knowledge**  Includes abilities and intellect | Ability to devise strategies to improve attendance, retention, achievement, value added and success rates.  Supportive ability to give clear and constructive feedback to students to guide learning.  Understanding and knowledge of the academic and pastoral needs of learners  Knowledge of a range of teaching methodologies.  Good verbal and written communication skills | Knowledge of supporting and guiding associated staff.  Knowledge of curriculum review, development and planning strategies as appropriate. | Application Form  Interview  Performance of task / test at interview |
| **Personal Qualities**  Includes any specific physical requirements of the post – (subject to the provisions of the Equality Act) | Professional, flexible, organised and motivational approach to work  Good time keeping |  | Application Form  Interview  Performance of task / test at interview |
| **Suitability to work with children, young people and vulnerable adults**  Issues relating to safeguarding and promoting the welfare of children, young people and vulnerable adults | Motivation to work with children, young people and vulnerable adults  Ability to form and maintain highly effective relationships and personal boundaries with children, young people and vulnerable adults  Emotional resilience with challenging behaviours |  | Interview  References  DBS Check |