



Job Description	Foundation Programmes Lecturer
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Role Specific

1. Teach on a range of Entry and Level 1 programmes in Foundation Programmes, in particular ICT and Business, delivering effective learning for students (810 hours)
2. Plan and prepare high quality teaching and learning
3. Develop and share resources for the course/subject
4. Deliver enrichment and enhancement activities
5. Complete required assessment duties in relation to student assignments
6. Maintain comprehensive, up to date, records and provide information as requested using College systems to track and communicate student progress
7. Be responsible for the appropriate administration of exam entries and liaise with external awarding bodies as appropriate
8. Ensure close liaison and good communications with colleagues
9. Value and support students to achieve their full potential
10. Effectively manage the behaviour of students
11. Act as a Personal Tutor, if required
12. Engage in curriculum development and planning activities, individually and as part of a team
13. Embrace the College ethos that every student will achieve their full potential
14. Participate in standardisation/verification and moderation as required
15. Ensure provision is aligned with best practice nationally
16. Be responsible for achieving the team's targets in relation to retention, attendance, achievements, high grades, added value and student satisfaction
17. Positively represent the College both internally and externally at all times

College Responsibilities

1. Share the College's Vision, Mission, Values, Behaviours and communicate them effectively.
2. Participate in Staff Review and Professional Development activities and be actively involved in the College's culture of high expectation.
3. Value diversity and promote equality.
4. Engage in marketing activities and liaison with employers and the wider community in line with College strategies.
5. Contribute to cross-college events.
6. Adhere to College policies and procedures including health and safety.
7. Ensure good communication at all levels.
8. Be responsible for safeguarding and promoting the welfare of children, young people and/or vulnerable adults.
9. Any other duties that the Principal considers appropriate.





Person Specification	Foundation Programmes Lecturer
	Essential / Desirable
Qualifications and Attainments	
Degree or equivalent in a relevant subject area	Essential
Recognised teaching qualification or a willingness to achieve this within three years of appointment	Essential
A higher degree or advanced qualification	Desirable
Training, Experience and Knowledge	
Successful experience in Foundation Programmes, in particular ICT and Business	Essential
Proven ability to deliver the curriculum successfully	Desirable
Experience of acting as a personal tutor	Desirable
Demonstrate a student centred approach to teaching and learning	Essential
The ability to cope with students who exhibit unpredictable or challenging behaviour	Highly Desirable
Personal Skills and Attitudes	
Display initiative, be positive and enthusiastic	Essential
Demonstrate a commitment to equality and diversity, customer service and quality assurance	Essential
Possess excellent communication skills	Essential
Be a team player	Essential
Demonstrate a commitment to the process of continuous review, improvement and professional development	Essential
Ability to develop and promote relevant curriculum effectively	Essential
Suitability to work with children, young people and/or vulnerable adults	Essential
Ability to use ILT in classroom delivery including interactive whiteboard technology	Essential

