



## **JOB DESCRIPTION**

|                        |                                                    |
|------------------------|----------------------------------------------------|
| <b>Title:</b>          | Lecturer B                                         |
| <b>Grade:</b>          | Lecturer B                                         |
| <b>Activity:</b>       | Regulated                                          |
| <b>Contact Hours:</b>  | Annual maximum: 865-1080 hours, weekly maximum; 30 |
| <b>Responsible to:</b> | 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 employers location or other work environment.
- 1.3 Prepare schemes of work, lesson assessment & IV plans.
- 1.4 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.
- 1.5 Provide appropriate academic and/or vocational support to individual learners, referring them, where appropriate, to other agencies.
- 1.6 Contribute to the wider enrichment of learners and support students' pastoral needs.
- 1.7 Contribute to the maintenance of an effective, efficient and professional learning environment.
- 1.8 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.

- 1.9 Participate in appropriate quality assurance procedures.
- 1.10 Prepare learners for a range of accreditation and assessments.
- 1.11 Maintain accurate and detailed student records including the writing of reports and references.
- 1.12 Set and monitor Personal Targets and eLPs according to Faculty and College Policy.
- 1.13 To track the progression of learners, including work place reviews, to ensure timely achievement.
- 1.14 Provide specialist advice to learners and organisations regarding vocational and work based qualifications, delivery and progression options.
- 1.15 Participate in open evenings, recruitment, trade events, conferences and other marketing events.

## **2. Additional Duties**

- 2.1 Promote a teaching, learning and working environment that is free from discrimination and where all students and staff are encouraged to express their individuality.
- 2.2 Be responsible for safeguarding and promoting the welfare of learners.
- 2.3 Undertake such additional duties as may be reasonably required commensurate with the level of responsibility within the College at any of the College's sites or place of work.
- 2.4 Promote and conduct your professional duties and responsibilities within the parameters of the College's agreed values and aims.

## PERSON SPECIFICATION – Lecturer B

|                                      | Essential                                                                                 | How Identified* | Desirable                                                    | How Identified* |
|--------------------------------------|-------------------------------------------------------------------------------------------|-----------------|--------------------------------------------------------------|-----------------|
| <b><u>Experience</u></b>             | Recent experience working within the IT, financial, management or administration industry | A/I             | Experience delivering bespoke courses to a range of partners | A/I             |
|                                      | Working within a team                                                                     | A/I             | Involvement in developing training solutions                 | I               |
|                                      | Using own initiative                                                                      | A/I             | Achieving targets                                            | I               |
|                                      | Teaching or training young people and adults                                              | A/I             |                                                              |                 |
| <b><u>Skills &amp; Abilities</u></b> | Good communication skills (at all levels)                                                 | I               | Attention to detail                                          | I               |
|                                      | Ability to inspire young people & adults                                                  | A/I             |                                                              |                 |
|                                      | IT Literate – use of databases, Microsoft office (Word, Excel, Access and Powerpoint)     | A/I             |                                                              |                 |
|                                      | Driving Licence held for a minimum of 2 years with 6 points or less.                      | A               |                                                              |                 |

|                                      |                                                                                                   |     |                                                                          |     |
|--------------------------------------|---------------------------------------------------------------------------------------------------|-----|--------------------------------------------------------------------------|-----|
| <b><u>Qualifications</u></b>         | Recognised vocational qualification at level 3 or above in IT, Business, finance or admin         | A   | Teaching qualification (CTLLS / Cert Ed / PGCE)                          | A   |
|                                      | PTLLS (Preparing to teach) Qualification                                                          | A   |                                                                          |     |
|                                      | Assessors award                                                                                   | A   |                                                                          |     |
|                                      | GCSE English & Maths at C grade or above (or equivalent)                                          | A/I | Verifiers Award                                                          | A   |
| <b><u>Personal Qualities</u></b>     | Enthusiasm and drive                                                                              | A/I | Passion for teaching and assessment and learning in the life long sector | A/I |
|                                      | Excellent time management                                                                         | A/I | Good sense of humour                                                     | A/I |
| <b><u>Mandatory Requirements</u></b> | Commitment to safeguarding and promoting the welfare of children and vulnerable adults in College | I   |                                                                          |     |
|                                      | Commitment to equal opportunities                                                                 | I   |                                                                          |     |

**\*Key: A = Application Form  
I = Interview**