

JOB DESCRIPTION

JOB IDENTIFICATION

Job Title:	Lecturer
Responsible To:	Head of Section
Department	Health and Social Care
Salary Grade:	Hourly-Paid

JOB ROLE

Be responsible for the delivering and development of courses.

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 using available systems.
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	Ensure effective communication takes place with management, staff, students, customers and clients
13	Support fully at all times the colleges' aim and objectives
14	Ensure a high level of confidentiality at all times.
15	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.

PERSON SPECIFICATION

Job Title: Lecturer in Health and Social Care

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

Shortlisting Criteria		Essential	Desirable
1. Qualifications			
1.1	A degree and/or appropriate professional qualification relevant to the department	✓	
1.2	Certificate in Education or Level 5 Teaching Qualification	✓	
2. Experience			
2.1	Experience of excellent teaching and learning practice	✓	
2.2	Demonstrate experience of preparing and evaluating and developing relevant and engaging learning materials	✓	
2.3	Nursing or a Health and Social Care occupational background	✓	
2.4	Embedding of key skills/functional skills with delivery.		✓
2.5	Experience of internal verification/moderation	✓	
2.6	Teaching experience for Pearson BTEC and NCFE CACHE health and social care 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 different ILT platforms	✓	
3.3	Good organisational and administrative skills	✓	
3.4	Ability to work under pressure and adapt to changing learning environment to meet required deadlines.	✓	
3.5	Ability to inspire and motivate students	✓	
3.6	Ability to teach using diverse methods and adapt to needs of particular student groups	✓	
3.7	Ability to offer pastoral support to learners and monitor achievement.		✓

4. Special Requirements			
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 to grow the department.	✓	