



Job Description

Job Title	Lecturer - Childcare
Department	Service Industries
Reports To	Head of School
Grade	Salary scale point L1.10 – L1.11
Salary	£31,022 - £37,224
Location	East Ham Campus

Our Vision

The college expects all staff to

- Support the College's mission, vision, values and strategic objectives.
- Have a strong commitment towards the implementation of equal opportunity in both service delivery and employment.
- Implement the College's safeguarding policies and practices.
- implement your health and safety responsibility in line with the College's Health and Safety policy.
- Ensure that data is handled in line with the General Data Protection Regulations

Job Purpose

- To teach, assess learning and take an active role in the delivery of successful learning experiences of students which contribute to, increased retention, achievement and progression.
- To teach on a range of courses which include 14-19 and adult learners on courses ranging from entry to level 3.
- To develop the curriculum in line with national requirements, local community needs, and the needs of employment.
- To work effectively as a member of the team, reporting to the Head of school and liaising with colleagues in the College.
- To take an active role in own professional development in relation to all aspects of the role.

Key Duties and Responsibilities

- To offer students a high-quality learning experience to achieve the goal or qualification for which they are studying.
- To teach effectively on a range of College courses and programmes relevant to Childcare
- To be a personal tutor/course co-ordinator for a designated group of students within a range of courses.
- To contribute to the personal development of the students and to observe procedures for student monitoring, discipline and complaints in accordance with College policies.
- To develop course materials, schemes of work, lesson plans etc. and make these available through the colleges shared information system.
- To follow all college processes and College procedures related to the selection, interviewing, admissions, enrolment, induction and tracking of students.



- To follow all college processes relating to quality assurance, qualifications and examinations, including registration and submissions to validating bodies, liaison with the College Exams Officer, moderators and external verifiers in accordance with College Policy and validating bodies.
- To provide regular and timely feedback to students as identified in the College policy, and to give group and individual tutorial support to enable students to achieve maximum benefit from their programme of study.
- To work with others or act as a leader/member of appropriate teams and to liaise with colleagues in the design, delivery and evaluation of all aspects of the course
- To compile and maintain course and student records and associated administration.
- To carry out all duties and responsibilities with due regard to the College's Single Equality Scheme.

- To make a significant contribution to marketing activities, curriculum development and course co-ordination.

- To liaise with employers and other agencies with respect of student placement supervision, course and assignment design, career and higher education opportunities.

- Participation in the observation of teaching, learning and assessment, including receiving and acting upon associated feedback.

- To be appraised as part of the College Appraisal Scheme.

- Complete a minimum of 30 hours continuing professional development every year or pro rata equivalent subject to a minimum of six hours.
- Maintain a record of the CPD undertaken and make that record available
- To attend external courses and conferences as relevant to the work of the Programme.
- To co-operate with the College in order to ensure his/her own health and safety and that of students and colleagues.
- Where applicable, achieve the requisite type of qualifications required for the teaching post within the relevant time period as prescribed.
- Keep up to date, and comply with the relevant College's Policies, including: Health & Safety; Safeguarding; Prevent; Data Protection Policy, including the General Data Protection Regulation (GDPR) 2018, and Equality & Diversity.
- Where applicable, the job holder must warrant their entitlement or the right to work in the United Kingdom without any additional approvals and to notify the College immediately if this right or entitlement is ceased during their employment with the College.
- An enhanced check of the Disclosure and Barring Service's (DBS) children's and adults' barred lists (lists of individuals who are barred from working with children or vulnerable adults).

General

The scope of this profile reflects the needs of the College at the present time; it is not intended to be a fully inclusive or exhaustive list. The post holder may therefore be expected to work flexibly and perform such other duties other than those given in the job description.



The duties and responsibilities attached to the post may vary from time to time without changing the general character of the duties or the level of responsibility entailed. The profile will be subject to continuous review as the needs and requirements of the College change over time.

Person Specification

Qualifications:

	Essential	Desirable
To be qualified or working towards teaching qualification.	☐	
A honours degree in a Childcare related field or final professional qualification related to Childcare.	☐	
Assessor award		☐
Verifier award		☐
Minimum of Level 2 literacy and numeracy.	☐	

Knowledge and experience:

	Essential	Desirable
Experience of teaching and or training in the field of Childcare and able to create innovative and engaging teaching materials.	☐	
Knowledge, understanding and a sound practical experience in the Childcare education field.	☐	
A knowledge and understanding of current thinking and practice in the field of Childcare.	☐	
Willingness to contribute to the development of new courses eg T levels.	☐	
An awareness of the needs of students from a variety of backgrounds and the ability to respond to those needs positively and sensitively as a course and personal tutor.	☐	

Skills and competencies:

	Essential	Desirable
Evidence of sustained high-quality teaching ability (Grade 1 or 2)	☐	
The ability to articulate clearly and to be understood in teaching and making presentations to class groups	☐	
Team player with good communication skills to interact effectively with colleagues, students, parents and external bodies	☐	



Efficient administration skills to support good student record keeping	?	
Skills in working as a member of a team and motivating colleagues	?	
Energy and enthusiasm for working in a rapidly changing environment and ability to demonstrate flexibility in working practices	?	
The use of a wide range of teaching aids, including ILT as applicable	?	

Other qualities:

	Essential	Desirable
The College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.	?	
Ability to work safely always, in accordance with the College and departmental/ team risk assessment procedures and to contribute to the development of risk assessments as periodically directed by line managers.	?	
Prepared to operate in accordance with the College's Health and Safety Policies	?	
An understanding of and commitment to, the College's Equality and Diversity policies	?	
A commitment to continuous professional development at both personal and team levels	?	

Review Details	
Job Title	Lecturer - Childcare
Date Created	
Date Issued to Employee by Line Manager	
Version	1