

Job Role Details		Last Updated: April 2018
Department/ Location:	All Curriculum Departments / Cross Site	
Job Title:	Lecturer – Study Programme Co-ordinator	
Salary Grade	Lecturer’s Single Pay Spine	
Responsible to:	Head of Department	
Responsible for:	No staff management responsibilities	

Job Purpose Statement:

Co-ordinate designated study programme delivery activities for the College, including delivery of high quality teaching, responsibility for day to day operational issues, exams and time tabling, ensuring a consistent approach is maintained across both sites if required. Inspire and motivate students through outstanding teaching and learning that stretches and challenges students to be the best they can be.

Lecturers should be passionate about their area of teaching and be enthusiastic about developing their students English, Maths and other employability skills. All of this will be underpinned by regular target setting and progress monitoring to ensure that all students reach successful outcomes.

Main Responsibilities and Duties:

The following is an indication of the type and level of the main priorities expected of this role as directed by the Deputy Principal, Assistant Principal, Executive Director or Director of Service and is not intended to be a comprehensive list of duties or tasks:

1. Deliver high quality teaching in accordance with approved College standards and applicable validating/ moderating bodies, preparing teaching materials, schemes of work and lesson plans as required, developing and implementing the revised curriculum, undertaking quality assurance in collaboration with the Head of Department, assessing student’s written and practical work, monitoring and reporting on their progress including writing regular reviews of students’ Individual Learning Plans, recording, reporting and dissemination of assessment grades and students’ results in liaison with parents, carers



and professional agencies as appropriate. This will include maintaining good order in the teaching environment, including statutory aspects such as safeguarding, equal opportunities and health and safety.

2. Undertake day to day course management duties including all communication, problem solving, diagnostic compliance, time table checks and amendments, arranging/ providing cover at short notice for lessons where needed, planning and co-ordinating work experience and enrichment activities, co-ordinating internal verification scheduling, liaising with all relevant departments as required e.g. Exams, MIS, ALS, etc. and complete all related organisation and administration, ensuring cross site compliance and consistency can be maintained at all times.
3. Assist with the recruitment and selection of suitable candidates for courses, managing enrolment procedures effectively, including Qualifications on Entry, transfers, additional qualification aims and late enrolments, to ensure that students are registered on the right course at the correct level. This will include assisting with the organisation and implementation of appropriate Induction Programmes for students.
4. Undertake all required meetings with students, including regular one to one meetings with students setting and reviewing SMART targets, assisting students with UCAS references, supporting students with their pastoral needs, guiding and directing in both academic and personal matters and liaising with cross-college services e.g. Personal Development Tutors etc. The frequency of student meetings will be determined by the Head of Department.
5. Monitor student attendance and student results, including start of year registers, exam entry and attendance, co-ordinating and administering course performance monitoring, to report on attendance, retention, achievement and success, with appropriate course and student action plans where required.
6. Promote and support English and Maths provision, both in class and on a one to one basis, including monitoring and addressing attendance and the movement of students to English and Maths lessons etc.
7. Attend meetings, including staff meetings, parent evenings, marketing events, courses and discussions, internal and external to the College as directed and reporting back as appropriate. This will include planning and co-ordinating parent's evenings/ consultation meetings as directed.
8. Work with colleagues throughout the College to develop courses, training methods and materials, including attendance at Focus Days and other compulsory CPD events and participate in peer observation for developmental purposes, ensuring adherence to college policies and practices. This will include mentoring new Lecturers as required.
9. Assist with departmental administration including the timely marking of registers, updating of Pro-Monitor, producing reports on student attendance, retention and achievement and publication of materials on the College's Virtual Learning Environment (VLE).
10. Participate in relevant college meetings/ groups/ committees and quality assurance

mechanisms e.g. verification, moderation, course reviews and Self-Assessment Reviews (SAR).

In addition Lecturer's employed on SPS points 5 – 8 will:

- Undertake Internal Verification/ Moderation/ Standardisation procedures for an agreed curriculum/ course(s).
- Co-ordinate and monitor action plans arising from SAR, observations and Quality Review Weeks.
- Assist with the co-ordination of resources and daily staffing levels.
- Support the Head of Department and Deputy Head of Department with curriculum and quality issues.
- Monitor and ensure the timely completion of UCAS references.
- Liaise as required with Higher Education Institutions.

Hearts & Minds

All staff working at MidKent College are encouraged to work in accordance with the Hearts and Minds ethos developed throughout the organisation. This is designed to allow all staff to take ownership of their development and of the development of their students to ensure they have the very best experiences and outcomes whilst at MidKent College. The attitudes and qualities a staff member will portray include Passion, Pride, Resilience and Purpose within their work.

All staff are required to:

- Staff must complete mandatory annual Continuing Professional Development (CPD) in accordance with the number of hours set for their Department.
- Travel between sites as and when required in accordance with their job role.
- Evening and weekend work may be required to meet the needs of the service
- Comply with and understand all aspects of legislation and College policies and processes relating to safeguarding including promoting the welfare of children, young people and vulnerable adults.
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people.
- Comply with, understand and promote statutory and college best practice in Health & Safety at a level relevant to the role and responsibilities held by the post holder.
- Comply with, understand and promote statutory and college best practice in respect of GDPR at a level relevant to the role and responsibilities held by the post holder.
- During the course of your duties, you may acquire or have access to confidential information which should not be disclosed to any other person unless in pursuit of your duties in compliance with GDPR or with the specific permission given on behalf of the College.

- Actively take responsibility for their personal learning and development (informal and formal) reviewing and reflecting on their performance within their current role.
- Promote, adhere to, understand and put into practice all college policies and procedures.
- Positively support equality of opportunity and equity of treatment to colleagues and students in accordance with the MidKent College Equal Opportunities Policy.
- Attend and complete all mandatory training sessions or on-line computer based training packages as required by the college.
- Undertake any other duties consistent with the key responsibilities and/ or duties of this role as directed by your manager.

