

## JOB DESCRIPTION

<b>Job Title</b>	Lecturer
<b>Salary Scale/Grade</b>	Academic scale
<b>Responsible to</b>	Sector Lead
<b>Purpose</b>	
<p>The Lecturer is responsible to the Sector Lead for providing the high-quality teaching and learning, pastoral and academic support and programme leadership that will enable the College to meet these broad objectives. Team working and communications within an overall approach that values people will be of key importance.</p>	
<b>Duties and Responsibilities</b>	
<ol style="list-style-type: none"> <li>1 To teach on a range of College programmes, providing high quality learning opportunities that meet the needs of individual students and groups in line with the College’s strategic priorities and objectives.</li> <li>2 To provide flexible assessment opportunities and closely plan, monitor, track and record student retention, achievement and success</li> <li>3 To contribute to the development and delivery of high quality, relevant curriculum and programmes. Curriculum Development responsibilities include: <ul style="list-style-type: none"> <li>• Actively contributing to the development of new programmes within the department</li> <li>• Producing annual schemes of work for all subjects/programmes to be taught</li> </ul> </li> <li>4 Teaching, learning and assessment: <ul style="list-style-type: none"> <li>• Plan and deliver effective learning programmes for diverse groups or individuals in a safe and inclusive environment</li> <li>• Promote the benefits of technology and support learners in its use</li> <li>• Identify and address mathematics and English needs of learners and work creatively to overcome individual barriers to learning</li> <li>• Enable learners to share responsibility for their own learning and assessment, setting goals that stretch and challenge</li> <li>• Apply appropriate and fair methods of assessment and provide constructive and timely feedback to support progression and achievement</li> </ul> </li> </ol>	

5 To take on the role and responsibilities of a Programme Leader for one or more designated programmes, as follows:

- Draw up course documentation, including Course Information sheets, assessment and year plans, course handbooks, reading lists for students and the Library
- Oversee the recruitment and interviewing of students
- Ensure, with the assistance of the Course Administrator, that students have enrolled on all aspects of the programme
- Plan the course elements of induction in conjunction with the Sector Lead
- Refer students with financial or welfare issues to Student Support Services
- Liaison in relation to initial and diagnostic assessment and where required, working with Learning Support for the provision of support for students
- Oversee the tracking and monitoring of student progress on all elements of the programme
- Regularly monitor student retention and achievement with the team
- Liaise with the Course Administrator about the registration, withdrawal and achievement of students
- Identify with the team students at risk of leaving and/or failing, and referring them as appropriate to the Support to Achieve programme
- Liaise with the Sector Lead about any student disciplinary action
- Co-ordinate the sending out of progress reports to students, parents and employers
- Co-ordinate the recording and submission of students' achievements to the Achievement Team
- Complete progression data during Progression Week and provide timed action plans for any student who has not completed
- Record students' intended destinations
- Nominate students for awards
- Hold and chair regular team and Student Progress Board meetings

6 Ensure compliance with Quality standards set by the College and/or Awarding Bodies:

- Ensure that student surveys are completed and used to inform improvements
- Complete and submit progression data to the Sector Lead during Progression week
- Ensure that the IV system is in place and that IV takes place in a timely way
- Ensure that EV visits are planned, take place in a timely way and that any action arising from the visit is addressed by the IV and the team
- Work with the Sector Lead in presenting new programmes for validation

7 To provide academic and pastoral support for a group of students

**Quality, Standards and Compliance:**

- Contribute to the department's self assessment report and quality improvement plan
- Contribute to sharing good practice through peer and cross College activities
- Adhere to College financial regulations
- Ensure compliance with the Data Protection Act 2018

- Ensure compliance with the College's health and safety policies and procedures
- Ensure that the principles of equal opportunities, diversity and inclusion underpin working practices
- Report any safeguarding issues in accordance with the College's policies and procedures immediately
- Keep your line manager informed of any irregularities or breaches of procedure that you become aware of

#### **GENERAL**

The job description is a current statement of the duties and tasks required of the post holder concerned. The nature of the job description will change from time to time and its terms are always governed and over-ridden by the post holder's Contract of Employment. The duties outlined in this document do not constitute a comprehensive or exclusive list of duties, and duties may be varied from time to time provided they do not change the general character of the job level or responsibility entailed.

## PERSON SPECIFICATION

<b>Job Title</b>	Lecturer	
<b>Salary Scale/Grade</b>	Academic Scale	
<b>Criteria</b>	<b>Essential</b>	<b>Desirable</b>
Education & Qualifications	<ul style="list-style-type: none"> <li>• Educated to degree or appropriate trade level in specific subject area</li> <li>• Appropriate teaching qualification, or willingness to undertake</li> <li>• Appropriate Assessor/Verifier qualification, or willingness to undertake</li> </ul>	
Experience	<ul style="list-style-type: none"> <li>• Teaching experience, or an understanding of the role of a teacher and the professional responsibilities</li> <li>• Relevant and up to date industrial and/or subject related experience</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of delivering teaching/training in a diverse environment</li> </ul>
Skills, knowledge and competencies	<ul style="list-style-type: none"> <li>• Excellent verbal and written communication skills</li> <li>• Good IT skills</li> <li>• Excellent presentation skills</li> <li>• Effective communication and inter-personal skills</li> <li>• Focussed on achieving targets within pre-set timescales</li> </ul>	
Personal characteristics	<ul style="list-style-type: none"> <li>• Ability to lead and motivate</li> <li>• Committed to professional standards</li> <li>• Approachable and empathetic</li> <li>• Committed to continuing professional development</li> <li>• Ability to work under pressure</li> <li>• Team worker/team player</li> </ul>	
Other	<ul style="list-style-type: none"> <li>• Commitment to the education sector</li> </ul>	

	<ul style="list-style-type: none"> <li>• Understanding of safeguarding requirements in education</li> <li>• A commitment to equality of opportunity and widening access to education for all</li> <li>• This post is subject to an enhanced Disclosure and Barring Service check.</li> </ul>	
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The City of Portsmouth College is committed to safeguarding and promoting the welfare of children and young people in or college. All successful candidates will be subject to an enhanced Disclosure and Barring Service check.