

Colchester Institute Job Description

Job Title:	Hourly Paid Lecturer in Public Services
Regulated Activity:	Yes
Responsible To:	<i>Assistant Area Head Public Services and Sport</i>
Line Management of other staff:	No
Location:	Colchester
Salary:	FE 23 - 26

Purpose Statement:

Comprehensive teaching responsibilities with a focus on FE; the designing of teaching/learning materials, including learning plans, assessing, lesson preparation and delivery, learner interviewing/guidance, individual learner tutoring.

Main Duties & Responsibilities:

1	Teach Public Services across level 2 and level 3 study programmes.
2	To conduct teaching/learning activities appropriate to the needs of individual learners, courses and the curriculum, keeping attendance records and maintaining learner discipline.
3	To counsel and guide learners in respect of their academic progress and, as appropriate, their pastoral concerns and needs and making referrals to specialist services as appropriate; contributing to learner reports and references as required.
4	To set, mark, track and record relevant coursework and assessments within the CI timeframe.
5	To contribute to the work of subject, programme teams and specialist facilities within the Area, as appropriate.
6	To maintain and enhance the quality of programme and subject delivery, including evaluating the quality of personal teaching and verification of assessment standards through the College's Quality Assurance Programme.
7	To explore and establish new contacts within the and extend these links with external organisations to enhance and enrich the learner experience whilst at college.
8	To plan, organise and conduct trips, visits and guest speakers to further enhance the learner experience.

9	To develop and update personal professional expertise in the relevant areas.
10	Adhere to and promote the College's Safeguarding, Diversity, Equity & Inclusion, College Values and Health and Safety policies and practices.
11	To undertake any other associated duties determined by the college.

This job description is current as the date shown. It may be amended in any way following consultation with the post holder to take account of changes or anticipated changes in the organisation or management of Colchester Institute

Colchester Institute Person Specification

Position: Hourly Paid Lecturer in Public Services

	Essential	Desirable	How is this assessed?
Qualifications			
Education to level 3 or above and/or a professional qualification in relevant subject area or equivalent	✓		A
Minimum of Level 2 qualification in English and Mathematics GCSE 4+ or C and above / CSE Level 1 / O-Level C or above / Level 2 Adult Numeracy or Literacy or equivalent	✓		A
Level 5 Teaching Qualification / completing within 3 years of employment or 3 years of the first available course	✓		A / I
Experience			
Significant vocational experience in the uniformed Public Services sector	✓		A / I
Teacher/training experience	✓		A / I
Evidence of CPD	✓		A / I
Experience of pastoral support and guidance for learners		✓	A / I
Experience of teaching BTEC L2 and L3 programmes in FE environment		✓	A / I
Knowledge and Skills			
Knowledge of FE curriculum requirements	✓		A / I
Very high levels of computer literacy in order to model best practice with an ability to use Microsoft packages for spread sheets, databases and team sites	✓		A / I
Knowledge and experience of using Zoom and Google Classroom to delivery sessions		✓	A / I
Have the competence to inspirationally teach across the whole range of units in Public Services at level 2 and	✓		A / I
Excellent interpersonal, oral and written communication skills	✓		I

Committed to safeguarding the welfare of children and vulnerable adults, creating a safe learning environment and an understanding of the safeguarding practices	✓		I
Personal Attributes			
An innovative and inclusive approach to learners, including participating in marketing events, educational visits, employer liaison	✓		I
Ability to empathise and engage with young people	✓		I
A strong commitment to equality and diversity	✓		I
Enjoys working collaboratively and seeking collaborative opportunities	✓		I
Ability to work flexibly to meet changing needs and work demands	✓		I
Continuously improving and commitment to own personal and professional development	✓		I

KEY:

A	Application
I	Interview
P	Presentation/Micro-teach
T	Test