



# **Job Description and Person Specification**

## **Lecturer**

## Job Description and Person Specification – Lecturer

<b>JOB TITLE:</b>	Lecturer
<b>DEPARTMENT:</b>	Various
<b>RESPONSIBLE TO:</b>	Head of Studies, Programme Leaders
<b>RESPONSIBLE FOR:</b>	N/A
<b>GRADE/SALARY:</b>	Lecturers pay scale

## OUR PURPOSE AND VISION

### **Purpose**

Unlocking potential, for successful futures.

### **Vision**

To lead the way for a city region where everyone has the education and skills to succeed in life and work.

### **Mission**

Together we elevate skills, shape futures and transform lives.

## OUR VALUES

**Ambitious** We believe in you. You can do it.

**Resilient** See the challenge. Face the challenge. Emerge even stronger.

**Collaborative** When we work together, great things happen.

**Inclusive** This Place is for everyone, we all belong.

**Respectful** Full respect. For each other, ourselves, and the world around us.

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### JOB PURPOSE

- To maximise learner recruitment, retention and success through the provision of an outstanding educational experience which enable learners to maximise their potential.
- To deliver outstanding courses which meet learner needs, use a range of diverse teaching and learning strategies, allow learners to access a comprehensive range of resources and provide comprehensive assessment opportunities.
- To complete and maintain effective data in relation to learners including, attendance, individual learner targets, progression, achievement and destination.
- To be responsible for a course (s) of study and learner outcomes.

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### MAIN DUTIES AND RESPONSIBILITIES

#### Teaching, Learning and Assessment Responsibilities

- To effectively plan, prepare in a timely manner and teach on a range of courses, to mark and assess students work including examinations.
- As part of effective planning develop schemes of work, lesson and assessment plans where appropriate ensuring schemes of work incorporate Equality & Diversity, English & Maths, Differentiation (support, stretch & challenge), Safeguarding, World of Work/Employability and Information & Learning Technologies Opportunities.
- Provide effective teaching, learning and assessment, real working environments, workshops and external venues as appropriate ensuring resource material and teaching is of a high quality and reflects best practice as measured by retention, attendance, success rates, grades and value added. Participate in the interviewing, enrolment and induction of learners.
- Promote the importance of embedding Maths and English through on-going marking and assessment of maths and English during the programme of study. Ensure Maths and English is assessed in the context of the curriculum.
- To be responsible for a course (s) of study and be the key contact for specified courses for the Awarding body.
- Provide on-going assessment and feedback to learners by setting and marking work which is both relevant and appropriate to the programme of study ensuring learners are prepared for exams and assessments.
- To ensure the local environment classrooms and corridors is maintained to a satisfactory level, ensuring that notice boards and displays are kept up-to-date and any defaults with equipment or furniture are reported promptly to estates.
- To act as a mentor to new teachers.
- Maintain accurate and detailed student records including registers, target grades, destination data, monitoring and reviewing progress and producing reports and references.
- To carry out the Internal Verification/Moderation duties as required, overseeing IV procedures and facilitating external verifier visits.

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- To regularly monitor MIS data to ensure all transfers and withdrawals are up to date and that students are entered for appropriate examinations.
- To ensure that the verification processes meet the requirements of external moderation.
- Contribute to the wider enrichment of learners.
- Contribute to the maintenance of an effective, efficient and professional learning environment.
- Participate in parents' evenings, open evenings/days, learner recruitment, learner events, award events, conferences and other marketing events.
- Undertake work in connection with enquiries, admissions and educational advice/guidance and provide appropriate academic and/or vocational support to individual learners referring to other staff or agencies where appropriate.
- To supervise student visits and work placement programmes where appropriate.
- Participate in course teams and other staff meetings and contribute to the management and development of learning/curriculum programmes ensuring the delivery of cost effective and efficient programmes.
- To take an active part in and contribute to the programme review and development procedure and the Group's self-assessment programme.
- To act as a course leader and have the personal wellbeing of students at heart and signpost students to relevant support services or external services.
- To develop and build effective relationships with students on a course of study.

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### **Group Responsibilities:**

- Adhere to all Group policies and procedures.
- Behave in accordance with the Groups' Values
- Work flexibly in the interests of the service (this may include undertaking other duties provided that these are appropriate to the employee's background, skills and abilities).
- Travel between different sites of the Group as required.
- Actively participate in performance reviews at regular intervals in accordance with Group procedures.
- Undertake training courses organised by the Group where these will assist in the carrying out of the above duties, develop skills which may be required to fulfil those duties in the future or are required to fulfil legal requirements.
  - To undertake risk assessments and comply with the Groups risk management audit requirements.
- Behave in a manner that ensures the security of property and resources.
- Demonstrate consistently high standards of personal and professional conduct as defined in Staff Code of Conduct Policy.

### **Safeguarding Children and Vulnerable Adults:**

- The Group is committed to safeguarding and protecting the children and young people that we work with. As such, all posts are subject to a safer recruitment process, including the disclosure of criminal records and vetting checks. The post holder will be required to complete an enhanced Disclosure Barring Service (DBS) Check with appropriate barred list checks, or the equivalent, and must be eligible to work in the UK.
- We ensure that we have a range of policies and procedures in place which promote safeguarding and safer working practice across the Group. This is in line with statutory guidance Keeping Children Safe in Education, we expect all staff and volunteers to promote the welfare of children and vulnerable adults within the Group and to share this commitment.
- If this position is classed as Regulated Activity, it is subject to an Adult & Child barring check.

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### **Equality and Diversity:**

- Demonstrate commitment to the Equal Opportunities Policy, to work positively and inclusively with colleagues so that the Group provides a workplace and delivers services that do not discriminate against people on the grounds of their age, gender, sexual orientation, marital status, race, religion, nationality, ethnic origin or disability.

### **Health and Safety:**

- To promote health, safety and welfare throughout the Trafford & Stockport College Group.

### **Review**

The details contained in this job description, particularly the principal accountabilities, reflect the content of the job at the date the job description was prepared. It should be remembered, however, that over time, the nature of individual jobs will inevitably change; existing duties may be lost, and other duties may be gained without changing the general character of the duties or the level of responsibility entailed. Consequently, the Corporation will expect to revise this job description from time to time and will consult with the post holder at the appropriate time.

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### PERSON SPECIFICATION – Lecturer

ATTRIBUTES	ESSENTIAL	DESIRABLE	ASSESSED BY
<b>VALUES AND BEHAVIOURS</b>	<p><b>Be ambitious.</b> Set high expectations and standards for students, colleagues and our communities, striving for excellence in all that we do.</p> <p><b>Be resilient.</b> Believe that every challenge is an opportunity to learn, develop and become stronger.</p> <p><b>Be collaborative.</b> Work together, support one another, share ideas, and encourage success.</p> <p><b>Be inclusive.</b> Value individual differences and create an environment where everyone has the same opportunities.</p> <p><b>Be respectful.</b> We allow ourselves and others to grow by treating each other with thoughtfulness and an open mind.</p>		Application Form Interview
<b>EDUCATION AND QUALIFICATIONS</b>	<p>A relevant degree based in the curriculum area or equivalent professional qualification and or relevant industrial experience in the curriculum area/sector.</p> <p>A teaching qualification, with a commitment to achieve a level 5 qualification within 2 years or if a vocational area a commitment to achieve teacher qualified status within 2 years.</p> <p>Numeracy and literacy skills at Level 2 or a willingness to work towards.</p>		
<b>KNOWLEDGE</b>	<p>Comprehensive knowledge of the subject area.</p> <p>A knowledge of how to embed diversity into a learning programme.</p>		

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	<p>Comprehensive knowledge of ILT and the ability to use ILT to enhance the learning experience.</p>		
<b>EXPERIENCE</b>	<p>Experience of teaching within the curriculum area.</p> <p>Experience of delivering curriculum subject and area of qualifications within the curriculum area.</p> <p>Experience of using ILT to enhance the learner experience.</p> <p>Experience of delivering good or outstanding teaching, learning and assessment.</p> <p>Experience of industrial experience of working within the field (In a vocational area.)</p> <p>Evidence of working effectively across internal or organisational boundaries to deliver the best result for learners.</p> <p>Experience and evidence to supporting learners to achieve their maximum potential.</p> <p>Evidence of responding to feedback to personally develop.</p> <p>Evidence of continued professional development within the subject area/curriculum field the post relates to.</p>		
<b>SKILLS AND ABILITIES</b>	<p>The ability to plan and deliver teaching, learning and assessment to meet each learner's needs.</p> <p>The ability to assess learners' starting points and monitor their progress, set challenging tasks and build on and extend learning for all learners.</p>		

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	<p>The ability to deliver detailed and timely feedback following assessment of learning.</p> <p>The ability to develop English and maths as part of a learners' programme.</p> <p>Comprehensive knowledge of ILT and the ability to use ILT to enhance the learning experience.</p> <p>An interest in the learners and a commitment to support them to achieve their best.</p> <p>The ability to inspire, motivate and develop the capabilities of learners resulting in the delivery of outcomes.</p> <p>Leadership skills including an imaginative approach to problem solving and conflict resolution.</p> <p>The ability to respond positively to change whilst maintaining performance levels.</p> <p>Self-confidence and an ability to tenaciously challenge under performance of learners.</p> <p>The ability to prioritise and deliver a set of objectives. Excellent communication skills and the ability to give and receive feedback to improve performance.</p> <p>The ability to develop positive, supportive and coaching relationships with learners.</p> <p>The ability to work as a member of a cohesive team and build productive relationship with colleagues, customers and key stakeholders.</p> <p>The ability to build networks and relationships and understand stakeholder perspectives for the benefit of the organisation.</p>		
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	<p>The post holder is expected to undertake the relevant CPD to achieve all necessary qualifications and maintain relevant and up to date expertise.</p> <p>Be sensitive to the needs of all learners, have an understanding of the principles of equal opportunities and appreciate the need to adopt a positive approach to managing diversity.</p> <p>A commitment to safeguarding and promoting the welfare of children and young people.</p>		
<b>PERSONAL CIRCUMSTANCES</b>	<p>Flexible – many external meetings can be scheduled out of normal working hours.</p> <p>Ability to travel between campuses when required.</p>		Interview
<b>EQUALITY, DIVERSITY AND INCLUSION</b>	<p>Candidates must demonstrate understanding of and acceptance and commitment to the principles of human rights and equality and how they underpin practice.</p>		Interview
<b>SAFEGUARDING</b>	<p>Commitment to safeguarding and promoting the welfare of children and vulnerable adults.</p>		Interview