

JOB DESCRIPTION

Job Title: Associate Lecturer

Reports to: Assistant Director

Overall Responsibilities:

- To prepare, deliver and assess subject specialisms on a range of courses and levels.
- To support and guide students to achieve success and realise their potential.
- To manage students' learning and provide a high quality learning experience.
- To contribute pro-actively to developments in the Centre in innovative teaching.

Main Duties:

1. To teach effectively on a range of programmes, levels and qualification types recognising and meeting students' individual needs.
2. To prepare schemes of work which are up to date and fully meet the requirements of awarding bodies.
3. To research, develop and effectively implement new learning materials in a variety of media to engage students in learning.
4. To assess students' work effectively to meet awarding body standards and to implement quality processes effectively and to deadlines for all teaching programmes
5. To monitor and record students' progress and take action to ensure students meet required standards and deadlines.
6. To prepare a variety of reports and maintain records on students' progress and performance.
7. To keep up to date with developments in subject specialism and share expertise with colleagues.
8. To ensure that learning environments are interesting and that learning experiences include diversity awareness and meet health and safety requirements.
9. To ensure that the behaviour of all students within and outside teaching areas meets the Student Code of Conduct.
10. To plan for, oversee and effectively incorporate into the learning experiences of students the work of tutors, teaching assistants and support assistants allocated to the session / class.
11. To complete accurately and to required deadlines a range of administrative tasks relating to students and courses, including registers, enrolments, withdrawals and transfers to meet funding requirements.

12. To participate in and contribute effectively to course team meetings.
13. To be aware of and implement the statutory requirements for promoting and safeguarding the welfare of children and young people in the area and in College.
14. To carry out effectively any other associated duties as requested by the Assistant Director or Executive Director.

Statutory duties:

- **Safeguarding**

To be responsible for promoting and safeguarding the welfare of children, young people and vulnerable adults and for raising any concerns in line with College procedures.

- **Equality and Diversity:**

To be responsible for promoting equality and diversity in line with College procedures.

- **Health and Safety:**

To be responsible for following health and safety requirements in line with College policy and procedures.

- **Training and development:**

To participate proactively in training and development including qualification development required in the job role.

March 2017

PERSON SPECIFICATION

Job Title: Associate Lecturer

	Essential	Desirable
Qualifications/ Training	<ul style="list-style-type: none"> • Level 3 relevant qualification • GCSE Maths and English (grades A – C) or equivalent 	<ul style="list-style-type: none"> • Certificate in Education or equivalent • Willingness to achieve Level 3 Award in Education and Training (formally PTLLS) • Assessor Award/Verifiers Award or Willingness to achieve Assessor/Verifier qualifications • Safeguarding Training • Equality and diversity training • ITQ Level 2
Knowledge/ Experience	<ul style="list-style-type: none"> • Successful experience of providing training, assessing and/or education to young people and/or adults • Experience of delivering learning to groups • Up to date knowledge of the current developments in own specialist area • Experience of using Microsoft Office applications • Experience of working effectively with people from diverse backgrounds • Evidence of understanding how to promote equality and diversity within the job role • Evidence of high performance in previous roles/jobs 	<ul style="list-style-type: none"> • Recent experience of teaching and assessing on Level 1,2,3 and HE programmes and adapting approaches accordingly • Experience of marking/assessing assessments • Experience of developing and/or using manual and IT based recording/tracking systems • Experience of developing and implementing multimedia approaches to learning • Experience of working effectively in a customer focussed environment

Skills/Abilities	<ul style="list-style-type: none"> • Ability to demonstrate excellent organisational skills and work effectively to deadlines • Ability to work in line with our Values of Student Focus High Performance Respect, Openness, Honesty and explain how this relates to the job role • Ability to make a positive contribution to the team, valuing and respecting others' expertise and contribution • Ability to promote the College's outstanding reputation and carry out College business appropriately and professionally at all times • Ability to communicate effectively and confidently face to face, on the telephone and in writing • Ability consistently to support a high quality learning experience for all students 	<ul style="list-style-type: none"> • Ability to use Microsoft Office software confidently • Ability to use Moodle or similar confidently
Special Requirements	<ul style="list-style-type: none"> • Willingness continuously to update skills and knowledge • Awareness of health and safety requirements relevant to the job • Ability to demonstrate commitment to own continuing professional development • Flexible approach to work and working times • Responsibility for promoting and safeguarding the welfare of children, young people and vulnerable adults and for raising any concerns • Ability to form and maintain appropriate relationships and personal boundaries with 	<ul style="list-style-type: none"> • Current driving licence and access to a vehicle

	<p>children and young people and vulnerable adults</p> <ul style="list-style-type: none">• Willingness to work at all locations where Bedford College provide a service	
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March 2017