

## Job Description

**Job role:** Hourly Paid Lecturer  
**Responsible to:** Head of Department

### **Main duties:**

#### **Teaching, Learning and Assessment**

1. To ensure that students achieve their academic potential by contributing to the effective planning, outstanding delivery and implementation of formative and summative assessment in line with the awarding body requirements and the College Learning Framework
2. To develop and deliver best practice in learning, teaching and assessment
3. To keep up-to-date with curriculum initiatives, development of standards and general developmental and professional issues relating to the delivery of learning in your area
4. To assess students' work in accordance with the College and departmental assessment policies and awarding body requirements
5. To assess and record students' progress systematically using the recognised College systems and to use assessment to inform planning of lessons and homework to support students to achieve their academic potential
6. To mark and return work to students in accordance to departmental policies, providing constructive oral and/or written feedback that clearly indicates strategies for improvement and progress against individual targets
7. To actively respond to strengths or areas for development from students' assessment results and to use this information to incorporate strategies to improve student performance and success rates whilst enhancing the learning experience
8. To provide accurate and regular feedback on student progress and outcomes to managers and students and to use this information to continuously improve teaching and learning
9. To monitor and manage student attendance and promote positive behaviour for learning, following college procedures for any unacceptable behaviour
10. To implement quality procedures, including internal verification, contributing to thorough, evaluative programme reviews which feed into the self-assessment process
11. To complete documentation, appropriate records of learner performance and administration associated with role and responsibilities

12. To undergo continuous professional development as appropriate and directed including, for example, standardisation events with the Awarding Body

13. To assist in the implementation of pastoral and welfare systems for students, including induction, recording achievements and action planning

14. To act as a Personal Tutor when required, providing advice and guidance in pastoral and welfare matters to assigned students in line with College procedures

15. To contribute to Open Evenings and to promote your subject area within the department and enthuse students to come to Wigan and Leigh College

16. To undertake course co-ordination as required

17. Carry out other such duties as may be determined by the Line Manager within the general scope of the post

### **Qualifications**

- GCSE maths and English grade A\*-C or equivalent (or to be attained within the probationary period)
- Degree in the relevant subject matter or a related specialism
- Possess a recognised teaching qualification or a willingness to work towards obtaining within 2 years of the first available course

### **Knowledge and Experience**

- Have experience of teaching on a range of courses
- Up to date subject knowledge in relevant area or a related subject
- Knowledge and understanding of excellent teaching, learning and assessment practices and quality assurance

### **Competencies**

- Effective communication skills and able to work flexibly as part of the College team
- ICT competent/e-learning/ILT
- Able to act as a pastoral tutor

### **September 2020**

This job description is current at the above date. In consultation with the post holder it is liable to variation by the College to reflect actual, contemplated or proposed changes in or to the job.