

**JOB DESCRIPTION**

|                        |                             |
|------------------------|-----------------------------|
| <b>Post:</b>           | <b>Hourly Paid Lecturer</b> |
| <b>Responsible to:</b> | <b>Curriculum Manager</b>   |

**Objective and Purpose of the Job:**

To enable learners to succeed on their learning programmes by providing high quality teaching and support.

**Main Responsibilities and Main Duties of the Post:**

Hourly Paid Lecturers at the Abingdon and Witney College will be expected to carry out duties under the following headings:

**Planning**

- Plan, deliver, assess and evaluate high quality, inspirational learning opportunities which meet target student outcomes;
- To support, contribute to and take personal responsibility for implementing the College's commitment to Equality and Diversity.
- Prepare creative learning resources to promote and support learning;
- Maintain a course file, keep records as appropriate, monitor and meet additional support needs;
- Access and utilise main college systems for supporting course management;
- Ensure that learning programmes are up to date and continue to meet syllabus and employer requirements.

**Delivery**

- Use a range of appropriate delivery methods for the group; integrate key skills and provide opportunities to extend all learners;
- Support learners to develop their English, Maths and functional skills;
- Adjust teaching methods to meet the needs of different groups;
- Promote and develop learners' independent learning skills;
- Promote equality and diversity within the curriculum and meet the needs of individuals;
- Liaise with technicians, LSAs, assessors and other lecturers to maximise effective delivery.

**Assessment**

- Plan and deliver appropriate assessment opportunities, both informal and formal;
- Liaise with others regarding exam entry requirements;
- Give frequent and high quality feedback as appropriate to learners, parents, employers, partner schools;
- Supply information to colleagues as required.

### **Tutorial**

- Deliver the core tutorial curriculum;
- Enable individual learners to compile, own and complete an individual learning plan demonstrating personalised learning;
- Provide appropriate information, advice and guidance to learners to support their progress;
- Make referrals as appropriate, access enrichment and support learners to complete the programme and maximise the learning experience.

### **Professional Practice**

- Evaluate and improve on lessons delivered;
- Listen to and act on learner feedback;
- Pursue actions arising from teaching observation outcomes and annual appraisals;
- Develop and compile self-assessment reports;
- Take part in Continuing Professional Development (CPD);
- Attend course and team meetings;
- Gain and maintain a Licence to Practice;
- Contribute to course and programme area marketing and administration;
- Support, and work towards, the achievement of college strategic objectives.
- Course Leader Responsibilities.

### **Other Duties Applicable To All Staff Working At Abingdon and Witney College**

- Take personal responsibility at all times for ensuring the welfare of students, apprentices and visitors by ensuring their access to the support, services and resources available. It is expected that all members of staff will play a part in ensuring that all students are safe, happy and complete their programmes successfully.
- Comply with College procedures in relation to Safeguarding and the Prevent agenda.
- Participating in a programme of personal development.
- Keeping abreast of developments in your area.
- Adhering to the Health and Safety policies and procedures in force within the College, with particular regard to your own safety and that of other people using the College.
- Adopting high standards of customer service.
- Staff must abide by any College policies in relation to dealings with staff and students, e.g. communications, equal opportunities and employment policy.

As a term of your employment you may be required to undertake such duties as may reasonably be required of you, commensurate with your grade, at any of the College sites.

The College reserves the right to amend the job description in consultation with the employee to reflect changes in the duties of the post.

## PERSON SPECIFICATION

It is **essential** that the post holder has:

|    | <b>CRITERIA</b>   | <b>HOW ASSESSED</b>                      |
|----|---|--|
| 1  | Passionate about subject area   | Application form, micro teach, interview |
| 2  | Qualified to Level 3 or equivalent  | Application form, certificates           |
| 3  | Qualified Teacher ( or for exceptional candidate, willing to qualify)                                   | Application form, certificates           |
| 4  | Demonstrate a knowledge and understanding of Safeguarding/Child Protection issues relevant to the post. | Application form, interview              |
| 5  | Level 2 or equivalent in literacy (or willing to qualify)   | Tests at interview                       |
| 6  | Level 2 or equivalent in numeracy (or willing to qualify)   | Tests at interview                       |
| 7  | Experience of teaching curriculum area  | Application form                         |
| 8  | Excellent teaching skills   | Application form, interview, microteach  |
| 9  | Ability to relate to diverse teaching groups  | Application form, interview, microteach  |
| 10 | Skills relevant to tutorial/pastoral support  | Application form, interview              |
| 11 | Commitment to learner success   | Application form, interview              |
|    | <b>DESIRABLE</b>  | <b>HOW ASSESSED</b>                      |
| 1  | Assessor/ Verifier qualification  | Application form, certificates           |
| 2  | Experience of teaching within a post 16 setting   | Application form                         |
| 3  | Relevant links with employers   | Application form, interview              |

| <b>CONDITIONS OF SERVICE</b> |  |
|------------------------------|--|
| <b>Payment:</b>              | Monthly payments direct to bank via BACS   |
| <b>Hours:</b>                | Variable hours in accordance with schedule   |
| <b>DBS:</b>                  | All employees undergo a Disclosure and Barring Service (DBS) check. Copies of the Disclosure and Barring Service Code of Practice and the College's policy on the 'Secure Storage, Handling, Use, Retention & Disposal of Disclosure and Barring Service (DBS) Disclosures and Disclosure Information' are available on request. |
| <b>Pension</b>               | Employees are automatically admitted to the to the Teachers' Pension Scheme. Details can be obtained from the College on appointment.  |

These details are for broad information only and must not be taken as a complete or authoritative statement. They do not constitute a full contract of employment.

**SAFEGUARDING AND PREVENT** - Abingdon & Witney College is committed to:

- ensuring the well-being of all young people and vulnerable adults in its care
- ensuring all students, staff and stakeholders are aware of the need to prevent people from being drawn into terrorism

**EQUAL OPPORTUNITIES** - Abingdon & Witney College aims to be an equal opportunity employer. We are committed to the policy that staff recruitment shall be carried out in accordance with equal opportunities practice and legislation and that appointments shall be made only on the basis of job- related criteria.



**Abingdon and Witney College is committed to good practice in employing people with disabilities. To this end the College will:**

- Interview all applicants with a disability who meet the minimum criteria for a job vacancy and consider them on their abilities.
- Ask disabled employees at least once a year what can be done to be sure that they can develop and use their abilities at work.
- Make every effort when employees become disabled to make sure they stay in employment.
- Make sure key employees develop the awareness of disability needed to make this commitment work.
- Review these commitments annually.