

STANMORE COLLEGE

LECTURER – EARLY YEARS

(Part time, 18 hours per week, through the year)

We are looking for a Lecturer - Early Years to teach and assess on our Early Years (CACHE Levels 1, 2 & 3 Childcare) 16 – 18 and adult programmes.

You must be enthusiastic and highly motivated, have a flexible approach to work and be able to work as a member of team.

Applicants must have a relevant degree and a full teaching qualification or be completing a PGCE/Cert Ed/DTLLS this academic year. Recent experience of teaching the relevant subject in a school, FE college or adult learning institution is essential.

Staff Benefits

- **Staff Development & Training Opportunities**
 - 50% discount on college run courses (Adult Guide)
 - Generous pension scheme
 - Generous holiday leave entitlement, plus bank holidays
 - Season ticket loan
 - Free on-site car parking
 - On-site cafeteria and coffee outlet (Costa Coffee)

- **Health & Wellbeing**
 - Free independent telephone counselling service with our Employee Assistant Programme
 - On-site Counselling service
 - Free on-site gym
 - Various evening well-being classes
 - Cycle to work scheme

Salary: Band H – I, Points 25 – 35, £29,718 - £39,079 per annum (F/T salary)
£14,859 - £19,539 per annum (P/T salary).

Closing date for applications is Wednesday 14th December 2022
Interviews will take place Tuesday, 10th January 2023

STANMORE COLLEGE

Job Title: Lecturer – Early Years
(Part time, 18 hours per week, through the year)

Reporting to: Curriculum Manager

Job Summary: To teach and assess on our Early Years (CACHE Levels 1, 2 & 3 Childcare) 16 – 18 and adult programmes

Main Duties

1. Managing the learning activities of students according to their educational needs.
2. Teaching effectively and efficiently on a range of courses.
3. Assessing, recording and reporting on the development, progress and attainment of students.
4. Developing, monitoring and evaluating curriculum provision and learning strategies.
5. Preparing assessment and learning materials.
6. Acting as a tutor as required and providing guidance and support for students within the framework of a college tutorial and pastoral care system.
7. Participating in the interviewing, admission, enrolment and induction of students.
8. Marketing of new and existing provision.
9. Maintaining discipline among students and safeguarding their health and safety both on College premises and when they are engaged in authorised activities elsewhere.
10. Participating in the College appraisal scheme and arrangements made for further training and professional development.
11. Taking personal responsibility for supporting, promoting and following all College policies in relation to health and safety, safeguarding, equality and diversity and data protection within the scope of the post.
12. Performing administrative and organisational tasks related to the work of the College, including participation in meetings arranged for any of the purposes described above.

The postholder can be required to carry out any other duties consistent with the grade of the post, at any site on which the College may operate.

This job description is current at the date shown below. In consultation with the postholder, it is liable to variation by management within a reasonable timescale to reflect or anticipate changes in or to the job.

Salary: Band H – I, Points 25 – 35, £29,718 - £39,079 per annum (F/T salary)
£14,859 - £19,539 per annum (P/T salary).

Closing date for applications is Wednesday 14th December 2022
Interviews will take place Tuesday, 10th January 2023

STANMORE COLLEGE**PERSON SPECIFICATION****JOB TITLE: LECTURER – EARLY YEARS (Part time, 18 hours per week, through the year)**

Criteria	Possible source of evidence
QUALIFICATIONS:	
Relevant degree	Application form/ certification
Full teaching qualification (PGCE, Cert Ed, DTLLS)	Application form/ certification
Assessor Award (desirable)	Application form/ certification
EXPERIENCE OF:	
Recent experience of teaching Early Years in a school, FE college or adult learning institution to standard required	Application form/ supporting statement/teaching assessment
KNOWLEDGE OF:	
Sound equal opportunities practice and how to apply it in the relevant area of work	Supporting statement/ interview
Requirements of teaching Early Years to Level 3	Supporting statement/teaching assessment/interview
Recent developments in post-16 education	Supporting statement/written exercise/interview
SKILLS:	
Communication skills, both verbal and written	Application form/ supporting statement/ written exercise/ teaching assessment/interview
Administrative and organisational skills	Supporting statement/ interview
ABILITY TO:	
Motivate post-16 students	Supporting statement/teaching assessment/ interview
Work as a member of a team	Supporting statement/ interview
Relate to other professionals in the working environment	Supporting statement/interview
PERSONAL QUALITIES:	
Enthusiastic and highly motivated	Supporting statement/teaching assessment/interview
Commitment to the ethos of Stanmore College	Interview
Flexible approach to work	Supporting statement/ interview
Commitment to continuous personal development	Application form/ supporting statement/ interview