

# JOB DESCRIPTION

## JOB IDENTIFICATION

<b>Job Title:</b>	<b>Lecturer in Animal Care</b>
<b>Responsible To:</b>	<b>Head of Department</b>
<b>Department:</b>	<b>Animal Care</b>
<b>Salary Grade:</b>	<b>Qualified Lecturer</b>

## JOB ROLE

Deliver high quality, inspirational, teaching and access to learning in addition to undertaking associated tutorial duties.

Provide teaching and assessment opportunities in line with the relevant awarding body requirements to promote access to achievement.

Undertake the necessary administrative tasks required for the effective operation of programmes in the area; to include preparation of schemes of work and assessments.

Undertake a teaching load, which is fair and equitable with the aspects of the post.

Act as a course tutor with the responsibility for supporting learners in achieving their targets; to include tracking and reviewing student progress and maintenance of student records.

Contribute to the process of continuous improvement in the quality of teaching and learning and the students' overall experience at Sandwell College; to include attendance, retention, achievement, progression and value-added measures.

The post holder may be required to work with external agencies, college partners and local businesses and employers to contribute to meeting the diverse needs of learners.

## KEY DUTIES

No	Description of Duties
1	Use Information Learning Technology (ILT) in the development of learning materials and use multimedia learning resources in the delivery of the learning experience
2	Support the expansion and development of the provision
3	Assist in the development of effective support systems for students on mainstream programmes

4	Deliver specific programmes in line with the college prospectus
5	Participate in curriculum development and planning
6	Maintain appropriate records for both academic and administrative purposes
7	Carry out administrative duties in accordance with procedures specified in the relevant Quality Assurance Manual
8	Carry out general academic duties in accordance with the general policy framework of the college
9	Take responsibility for courses and course tutorship
10	Assume joint responsibility within course teams for quality of course delivery
11	Undertake appropriate in-service training when required to do so
12	Ensure effective communication takes place with management, staff, students, customers and clients
13	Ensure a high level of confidentiality at all times
14	Support fully at all times the college's aim and objectives
15	Have agreed teaching load
16	Identify and develop materials suitable for support purposes
17	Be prepared to teach groups of students in one or more of the core programme areas

## Standard Clauses - all Job Descriptions

- To comply with the College's policies and procedures
- To comply with Sandwell College's safety policy and other safety procedures and guidelines are deemed part of the job description. Employees must look after their own Health & Safety and welfare and be mindful of other persons who may be affected by their acts.

# PERSON SPECIFICATION

**Job Title: Admissions Officer**

Candidates will be assessed for shortlist and interviewed against the following criteria.

Shortlisting Criteria		Essential	Desirable
<b>1. Qualifications</b>			
1.1	A degree and/or L3 qualification in an animal related subject relevant to the department	X	
1.2	Certificate in Education or Level 5 Teaching Qualification	X	
1.3	English and Maths GCSE (or equivalent) at Grade C or above	X	
1.4	Practical experience of animal handling techniques and animal husbandry .		X
<b>2. Experience</b>			
2.1	Experience of excellent teaching and learning practice on work based programmes	X	
2.2	Demonstrate experience of preparing and evaluating appropriate learning materials	X	
2.3	Evidence of delivering and teaching work-based learning programmes relevant to the subject area	X	
2.4	Experience of internal verification/moderation		X
<b>3. Skills/Abilities</b>			
3.1	Be able to work as part of a team	X	
3.2	Be able to present information to learners and colleagues using ILT	X	
3.3	Good organisational, administrative and presentation skills	X	
3.4	Ability to work under pressure	X	
3.5	Ability to inspire and motivate students	X	
<b>4. Qualities</b>			
4.1	Willingness to work within a team to implement strategic policy	X	
4.2	Genuine understanding of and commitment to Equal Opportunities in practice, sensitivity to students, staff and client needs	X	
4.3	Prepared to actively participate in new developments	X	
4.4	Ability to teach using diverse methods and adapt to needs of particular student groups	X	