

### JOB DESCRIPTION LECTURER

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|---|-------------------------|
| Job Title   | Lecturer                |
| Salary Scale/Grade  | CoPC Academic Pay Scale |
| Responsible to  | Curriculum Manager      |
| Date of Job Description   | April 2023              |
|   |                         |
| <p>Purpose</p> <p>The Lecturer is responsible to the Curriculum Manager for providing the high-quality teaching learning and assessment, pastoral and academic support and programme leadership that will enable the College to meet these broad objectives. Team working and communications within an overall approach that values people will be of key importance.</p> <hr/> |                         |
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Main Duties and Responsibilities:

- 1 To teach on a range of programmes, providing high quality learning opportunities that meet the needs of individual students/apprentices and groups in line with the College's strategic priorities and objectives.
- 2 To provide flexible assessment opportunities and closely plan, monitor, track and record student/apprentice retention, achievement and success.
- 3 To contribute to the development and delivery of high quality, relevant curriculum and programmes. Curriculum Development responsibilities include:
  - Actively contributing to the development of new programmes within the curriculum area
  - Producing annual schemes of work and/or training plans for all subjects/programmes to be taught
- 4 Teaching, learning and assessment:
  - Plan and deliver effective learning programmes for diverse groups or individuals in a safe and inclusive environment.
  - Identify individual starting points for all learners using these to support personalised learning and measure individual progress.
  - Actively embed and promote the use of digital technology and support learners in its use
  - Identify and address mathematics and English needs of learners and work creatively to overcome individual barriers to learning.

- Enable learners to share responsibility for their own learning and assessment, setting goals that stretch and challenge.
- Apply appropriate and fair methods of assessment and provide constructive and timely feedback to support progression and achievement.
- Ensure apprentices are fully prepared for EPA to ensure timely completion.
- To organise and carry out workplace assessments where required.

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To take on the role and responsibilities of a Programme Leader for one or more designated programmes, as follows:

- Draw up course documentation, including Course Information sheets, assessment and year plans, course handbooks, reading lists for students and the Library.
- Oversee the recruitment of learners through participation in school liaison activities, open events, tasters and weekly interviews.
- To work closely with the identified Apprentice Liaison Officer to support full compliance in apprenticeship delivery, a high-quality service and timely completion.
- Ensure that students have enrolled on all aspects of the programme.
- Plan the course elements of induction in conjunction with the Curriculum Manager and Personal Tutor.
- Refer students with financial or welfare issues to Student Support Services
- Liaison in relation to initial and diagnostic assessment and where required, working with Learning Support for the provision of support for students.
- Work in close collaboration with the maths and English team to monitor progress of learners.
- Oversee the tracking and monitoring of student progress on all elements of the programme.
- Oversee the tracking and monitoring of all components of the Study Programme/Apprenticeship; including work experience/industry placement and enrichment as appropriate.
- Ensure all students receive effective pastoral support and are successful in their whole programme of learning.
- Complete progress data during Progress Monitoring Points, identify and at risk students and implement the correct intervention.
- To set and review targets to support and accelerate learner progress.
- Regularly monitor student/apprentice retention and achievement to ensure they meet or exceed targets.
- Liaise with the Curriculum Administrator about the registration, withdrawal and achievement of students.
- Liaise with the Curriculum Administrator/Apprentice Liaison Officer about the non- attendance and withdrawal of apprentices.
- Identify with the team students at risk of leaving and/or failing, and agree appropriate interventions which will be tracked through progress monitoring points (PMP)
- Liaise with the Curriculum Manager about any student disciplinary action
- Co-ordinate the sending out of progress reports to students, parents and employers
- Co-ordinate the recording and submission of student/apprentice achievements to the Achievement Team
- Complete progression data during Next Step review weeks and provide timed action plans for any student who has not completed
- Establish employer links to support development and delivery of the curriculum

- Plan and organise trips, visits, competitions, guest speakers to enhance the curriculum delivery and learner experience

- Record students' intended destinations
- Nominate students/apprentices for awards

6 Ensure compliance with Quality standards set by the College and/or Awarding Bodies:

- Contribute to the timely, accurate and effective completion of quality processes to drive forward improvements in the faculty area including target setting, review and assessment of impact
- Ensure that student/apprentice surveys are completed and used to inform improvements
- Ensure that learner registers are completed accurately and timely
- Complete and submit progression data to the Curriculum Manager during Next Step review weeks
- Ensure that the IQA system is in place and that IQA takes place in a timely way
- Ensure that EQA/SV visits are planned, take place in a timely way and that any action arising from the visit is addressed by the IQA and the team
- Work with the Curriculum Manager in presenting new programmes for validation

7 To provide academic and pastoral support for a group of students

8 To follow college procedures and implement strategies to support the improvement of learner attendance.

Quality, Standards and Compliance:

Continuous Improvement.

- To participate in and attend fortnightly 1:1 meetings to receive feedback, discuss performance and recognise achievements
- To attend and participate in weekly team meetings
- To work as part of the team to create an inspiring environment with an open communication culture
- To encourage, support and engage with all members of the team working to achieve goals and priorities within a positive, developmental and inclusive team culture.

Personal Development

- Participates in, and co-operates with, own Talent Development Review to ensure that job-related targets are met and ongoing staff development in line with the College's aims.
- Carries out Continuing Professional Development (CPD) relevant to the role, including subject or professional updates.
- Work within the security guidelines and any relevant codes of practice and rules laid down by the College.
- Complies with the College's Code of Conduct for employees and any regulations which apply to the role/work area

Diversity and Inclusion and College values

- It is the responsibility of the post holder to promote equal opportunity values, College values and recognition of diversity and inclusion throughout the College

- The post holder will undertake their duties in full accordance with the College’s policies and procedures relating to equal opportunity, diversity and inclusion and College values

Safeguarding and PREVENT Responsibilities

- It is the responsibility of the post holder to commit to safeguarding and promoting the welfare of students within the College
- The post holder will undertake their duties in full accordance with the College’s policies and procedures relating to safeguarding, PREVENT and promoting the welfare of children

Data Protection and Confidentiality

- The post holder will undertake their duties in full accordance with the College’s policies and procedures relating to Data Protection and confidentiality

Health & Safety

- The post holder will undertake their duties in full accordance with the College’s Health and Safety policies, procedures and risk assessments
- Under the Health & Safety at Work Act 1974, whilst at work, you must take reasonable care for your own health and safety and that of any other person who may be affected by your acts or omissions. In addition, you must co-operate with the College on health and safety and not interfere with, or misuse, anything provided for your health, safety or welfare

Additional Duties

- To undertake such additional duties as may be reasonably required commensurate with the level of responsibility within the College at the initial place of work or any other of the College's sites within the area.

**GENERAL:**

The job description is a current statement of the duties and tasks required of the post holder concerned. The nature of the job description will change from time to time and its terms are always governed and over-ridden by the post holder’s Contract of Employment. The duties outlined in this document do not constitute a comprehensive or exclusive list of duties, and duties may be varied from time to time provided they do not change the general character of the job level or responsibility entailed.

**PERSON SPECIFICATION LECTURER**

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|--------------------|-------------------------|
| Job Title          | Lecturer                |
| Department         | Curriculum and Quality  |
| Salary Scale/Grade | CoPC Academic Pay Scale |

| Criteria                            | Description  | Essential<br>Desirable<br>(E/D) | Assessed By<br>Application<br>Interview<br>Test |
|-------------------------------------|--|---------------------------------|---|
| Education & Qualifications          | A good standard of basic education (Maths and English GCSE pass or equivalent)   | E                               | A/T   |
|                                     | Level 3 or above qualifications in a relevant subject  | E                               | A   |
|                                     | Assessor award   | D                               | A   |
|                                     | Verifier award   | D                               | A   |
|                                     | Teaching Qualification in a relevant subject (QTS/QTLS)  | D                               | A   |
| Experience                          | Experience of teaching/ training and assessing   | D                               | A/I   |
|                                     | Relevant industry experience   | E                               | A/I   |
|                                     | Experience of curriculum design  | D                               | A/I   |
|                                     | Ability to meet targets within given timescales  | E                               | A/I   |
|                                     | Experience of working with external stakeholders/partners.   | D                               | A/I   |
| Skills, knowledge, and competencies | An absolute commitment to student success and progression and an understanding of how it may be achieved and contribute to quality assurance | E                               | A/I   |
|                                     | Ability to work effectively with colleagues to achieve faculty and college objectives  | E                               | A/I   |
|                                     | Effective interpersonal skills, for example with students, colleagues and external partners  | E                               | A/I   |
|                                     | Exceptionally good literacy, numeracy and IT skills  | E                               | A/I   |
|                                     | Motivated and able to motivate others  | E                               | A/I   |
|                                     | Enthusiastic, committed, and flexible in approach to their work and can manage their own time and work under pressure                        | E                               | A/I   |
|                                     | Excellent organisation and administrative skills   | E                               | A/I   |
|                                     | Extensive understanding of safeguarding in an educational context  | D                               | A/I   |
|                                     | Passionate about supporting learning and the student experience  | E                               | A/I   |

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| Personal characteristics | A supportive and co-operative team member  | E | A/I |
|                          | Committed to lifelong learning and to increasing the inclusivity and quality of learning support | E | A/I |
|                          | Committed to continued improvement   | E | A/I |
|                          | Ability to manage own time well to meet competing demands  | E | A/I |
|                          | Professional approach to work and appearance   | E | A/I |
|                          | Commitment to excellence and quality   | E | A/I |
| Other                    | A commitment to safeguarding and the wellbeing of learners                                       | E | A/I |
|                          | This post is subject to an enhanced Disclosure and Barring Service check.                        | E | A/I |

The City of Portsmouth College is committed to safeguarding and promoting the welfare of children and young people in or college. All successful candidates will be subject to an enhanced Disclosure and Barring Service check.



