

## JOB DESCRIPTION

<b>Post:</b>	<b>Lecturer</b>
<b>Programme Area:</b>	<b>Construction Trades</b>
<b>Responsible to:</b>	<b>Curriculum Manager</b>
<b>Pay Band:</b>	<b>9</b>

### Objective and Purpose of the Job:

To enable students to succeed on their learning programmes by providing high quality teaching, learning and assessment.

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

Lecturers at 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 and monitoring student progress;
- Ensure that learning programmes are up to date and continue to meet syllabus and employer requirements.
- Course Leader responsibilities specific to the subject area/discipline.

#### Delivery

- Deliver outstanding, inspirational learning sessions as defined in the Teaching, Learning and Assessment strategy;
- Use a range of appropriate delivery methods for the group and individuals; integrate key employability skills and provide opportunities to extend learning for all students;
- Support students to further develop their English, Maths and functional skills;
- Adjust teaching methods to meet the needs of different groups;
- Promote and develop students' independent learning skills using learning technologies effectively in support;
- 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 to agreed timescales;

- Liaise with others regarding exam entry requirements;
- Give frequent and high quality feedback on performance and assessment within agreed timescales to students, parents, employers, partner schools;
- Comply with the internal verification (IV) procedure as required by the Lead IV and qualification awarding body;
- Track and monitor students' progress using the College-approved tracking system;
- Supply information to colleagues as required.

### **Tutorial**

- Support individual students to compile, own and complete a personal development plan demonstrating personalised learning;
- Provide appropriate information, advice and guidance to students to support their progress;
- Make referrals as appropriate, access enrichment and support students 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 professional development discussions;
- Develop and compile self-assessment reports;
- Take part in Continuing Professional Development (CPD), to include but not limited to undertaking the responsibilities of Course Leader;
- Course Leader annual cycle of events
- Attend course and team meetings;
- Gain and maintain a Licence to Teach;
- Contribute to course and curriculum area marketing and administration;
- Support, and work towards, the achievement of college strategic objectives.

### **Other Duties Applicable to all Staff Working at Abingdon and Witney College:**

- Participate in the college appraisal and staff development programme;
- Keep abreast of developments in your area;
- Adhere to the Health and Safety policies and procedures in relation to dealings with staff and students e.g. communications, equal opportunities and employment policy;
- Assist students according to need, when appropriate;
- Know the college policy for Equality and Diversity and take an active part in its implementation;
- As a term of your employment you may be required to undertake such other duties as may reasonably be required of you, commensurate with your grade, at any of the College sites;
- 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 programs successfully;
- Comply with College procedures in relation to Safeguarding and the Prevent agenda.

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**

	<b>CRITERIA</b>	<b>HOW ASSESSED</b>
1	Passionate about subject area	Application form, micro teach, interview
2	Qualified to NVQ3 level 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.	Experience of working in the construction industry	Application form, interview
5	Level 2 or equivalent in literacy	Tests at interview
6	Level 2 or equivalent in numeracy	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

## Conditions of Service - Lecturer

Salary	Payband 9
Holidays	37 days, plus public holidays
Payment	Monthly payments direct to bank via BACS.
Medical	A medical questionnaire must be completed, and the appointment will be subject to medical clearance.
DBS	All employees undergo an enhanced Disclosure and Barring Service (DBS) check.
Smoking	Abingdon and Witney College has a non-smoking policy
Pension	Employees are automatically admitted to the Teachers' Pension Scheme. Details can be obtained from the College on appointment.

The details shown under this section are for broad information only and must not be taken as 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 & 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 employees with disabilities 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.