

EDUCATION DEPARTMENT**COLLEGE OF FURTHER EDUCATION****LECTURER – HEALTH AND SOCIAL CARE****LECTURER SCALE****JOB DESCRIPTION****TEACHING AND LEARNING:**

1. Plan, prepare and teach lessons at all levels appropriate to qualifications or experience for 36 hours per week, (maximum 25 hours teaching per week, subject to a maximum 826 teaching hours per year) in accordance with the agreed contract.
2. Plan, develop and deliver appropriate learning plans for individual students.
3. Contribute to the development, implementation and review of policies and schemes of work.
4. Monitor and assess the achievement of students, and to record and report the development, progress and attainment of students in accordance with the College's assessment policies and in line with the principles of Assessment for Learning.
5. Make use of current technology to enhance teaching and learning.
6. Be a tutor to an assigned group of students and to carry out the associated academic and pastoral responsibilities as required.
7. Implement the College's inclusion and equal opportunity policies.
8. Ensure that teaching assistants or other support staff and visiting speakers are used effectively in the learning environment.

CONTINUING PROFESSIONAL DEVELOPMENT:

1. Participate in the Professional Development Scheme.
2. In conjunction with the line manager, take responsibility for personal professional development, keeping up-to-date with research and developments in teaching pedagogy and changes in the curriculum, which should lead to improvements in teaching and learning.

3. Take full advantage of any relevant training and development available and undertake any necessary professional development as identified in the College/programme self-assessment review and action plans and the performance management process.
4. Contribute to programme area/college development by sharing professional learning, expertise and skills with others in the team.
5. Be a reflective practitioner, evaluating and improving own practice in order to take teaching and learning forward.
6. Maintain a professional portfolio of evidence in line with the Institute for Learning requirements.
7. Under guidance from the Programme Manager, participate in a full curriculum specific induction programme.

ADMINISTRATION:

1. Implement the College assessment, recording and reporting procedures.
2. Keep an accurate register of students in accordance with the College's policy.
3. Participate in appropriate meetings with colleagues, parents and agencies for the benefit of the learners.
4. Participate in exhibitions/conventions/open days as required.
5. Substitute for absent colleagues as required.
6. Liaise with employers and other outside agencies.

HEALTH AND SAFETY:

1. Comply with procedures on all matters concerning health, safety and welfare.
2. Undertake risk assessment strategies for the programme area in relation to teaching and learning.
3. Take responsibility for personal health, safety and welfare and that of others who may be affected by your actions or inactions.

KEY CRITERIA:

ESSENTIAL

1. A teaching qualification.
2. Experience of delivery within Further Education.

3. Professional qualifications in Health & Social Care and relevant industrial experience.
4. Understanding and skills relevant to the specific responsibilities of the post including practical experience of the delivery and administration of the BTEC suite of qualifications, with teaching experience from level 1 to 3.
5. Ability to make effective use of ICT to enhance teaching and learning.
6. An understanding of teaching and learning strategies.
7. Evidence of recent continuing professional development.
8. Effective communication skills to a wide range of people (staff, parents, students, service users) and the ability to work as part of a team.
9. Effective organisational, time management and administrative skills.
10. Proven ability to work on own initiative.

DESIRABLE

11. Teaching and assessing experience at levels 4 and 5.
12. Membership of the Institute for Learning.

This job description may be reviewed and subsequently amended or modified in negotiation with the post holder and should be read in conjunction with the Conditions of Service.