FARNBOROUGH COLLEGE OF TECHNOLOGY

JOB DESCRIPTION

1. **JOB TITLE:**   Lecturer

   RESPONSIBLE TO: Programme Manager / Vice Principal

   FACULTY/SECTION: Engineering

   LOCATION: Boundary Road, Farnborough

   HOURS OF WORK: Full Time, Part Time

2. **PURPOSE OF POST:**

   To teach a range of courses and ensure students develop and fulfil their academic and vocational potential.

3. **OBJECT OF JOB:**

   - To be responsible for the achievement and learning of all learners within your class group
   - To be responsible and accountable for achieving the highest possible standards of work and conduct
   - To be compliant with all College policies and procedures, aspects of safeguarding, code of conduct and financial regulations.

4. **DESCRIPTION OF MAIN RESPONSIBILITIES:**

   Teaching

   - Deliver the curriculum as relevant to the age and ability group/subjects that you teach with the ability to deliver within both a classroom and online setting
   - Be responsible for the preparation, the development of teaching materials, the delivery of teaching programmes and marking of students' work
   - Undertake all pastoral arrangements as appropriate
   - Be accountable for the attainment, progress and outcomes of students you teach
   - Be aware of students' capabilities, their prior knowledge and starting point, plan schemes of work that differentiate appropriately to build on these, demonstrating knowledge and understanding of how students learn
   - Demonstrate an understanding of and take responsibility for promoting high standards of literacy including the correct use of spoken English (whatever your specialist subject)
   - Use an appropriate range of observation, assessment, monitoring and recording strategies as a basis for setting learning objectives for students of

all backgrounds, abilities and dispositions, monitoring learners' progress and levels of attainment
- Make accurate and productive use of assessment to secure learners' progress
- Give students regular feedback, both verbally and through accurate marking, and encourage learners to respond to the feedback, reflect on progress, their emerging needs and to take a responsible and conscientious attitude to their own work and study

Online Delivery

- Be fully conversant with the best relevant software that can be used in developing students' learning online that are integrated into lessons to encourage student engagement
- Develop new online resources that support teaching and learning that are relevant and inspiring
- Understand the College's platforms in order to upload resources for students to engage in resources that develop independent learning online
- Be willing to develop new online programmes of study
- Continue to develop IT skills to develop online teaching and learning resources relevant to the Programme Area
- Be fully conversant with and support the ongoing CPD of all team members with classroom and online delivery

Behaviour and Safety

- Manage classes effectively, using approaches which are appropriate to students' needs in order to inspire, motivate and challenge learners
- Take responsibility for promoting and safeguarding the welfare of young people within the college
- Be a positive role model and demonstrate consistently the positive attitudes, values and behaviour which are expected of students
- Have high expectations of behaviour, promoting self control and independence of all learners

Team working and collaboration

- Participate in any relevant meetings/professional opportunities at the college, which relate to the learners, curriculum or organisation of the college including pastoral arrangements and open days.
- Work as a team member and identify opportunities for working with colleagues and sharing the development of effective practice with them
- Take part as required in the review, development and management of the activities relating to the curriculum, organisation and pastoral functions of the Faculty

Fulfil wider professional responsibilities

- Work collaboratively with others to develop effective professional relationships
- Communicate effectively with parents/carers with regard to student achievements and well-being using college systems/processes as appropriate
- Make a positive contribution to the wider life and ethos of the college
- Work with support staff effectively as appropriate

Professional development

- Regularly review the effectiveness of your teaching and assessment procedures and its impact on student progress, attainment and well being, refining your approaches where necessary responding to advice and feedback from colleagues
- Be responsible for improving your teaching through participating fully in training and development opportunities identified by the college or as developed as an outcome of your appraisal
- Proactively participate with arrangements made in accordance with the Appraisal Regulations 2012

Other

- To have professional regard for ethos, policies and practices of the college in which you teach, and maintain high standards in your own attendance and punctuality
- Perform any reasonable duties as requested

5. **NUMBER OF STAFF SUPERVISED AND GRADES:**

n/a

6. **MAIN TYPES OF DECISIONS TAKEN:**

- Decisions relative to pedagogical duties outlined above

7. **MAIN CONTACTS:**

- Students
- Teachers, managers and support staff

8. **PERSONAL SPECIFICATION:**

EDUCATIONAL ATTAINMENTS OR ACADEMIC/PROFESSIONAL QUALIFICATIONS:

- Relevant degree or equivalent qualification
- Teaching qualification desirable though not essential as training will be given
- Relevant vocational qualification to at least Level 3

ESSENTIAL WORK EXPERIENCE:

- Experience of teaching in relevant programme areas desirable though not essential
- Experience of working in a relevant sector

ESSENTIAL OR SPECIFIC SKILLS/COMPETENCIES OR APTITUDES:

- Ability to deal effectively with students
- Ability to plan, deliver and teach the curriculum
- Commitment to quality improvement

PERSONALITY/BEHAVIOURAL CHARACTERISTICS:

- An exemplary practitioner

- Able to work in a team
- Flexible approach to work
- Understanding of the needs and expectations of young people

SAFEGUARDING

The College is committed to safeguarding and promoting the welfare of young people and vulnerable adults and expects all staff to share this commitment.

This position will involve contact with young people and vulnerable adults. Consequently, the post-holder will be obliged to demonstrate and maintain their suitability to work with young people and vulnerable adults. This will include a requirement to undertake an enhanced Disclosure & Barring check.

SIGNED: **DATE:**   January 2023

NAME: **Rachael Jenkins**   **Vice Principal**