



JOB DESCRIPTION	
JOB TITLE	Lecturer – Jobsmart
PAY/GRADE	Unqualified: £27,750 - £29,400 per annum Qualified: £30,274 - £35,033 per annum
HOURS	37 hours per week, all year round
REPORTS TO	Head of Faculty
LOCATION	Jobsmart, Peterborough
JOB PURPOSE	
<p>To contribute effectively to the successful learning experiences of students in the College through effective teaching that meets or exceeds College standards and results in high levels of student retention and achievement. To demonstrate a commitment to meeting the Professional Teaching Standards in support of the learner journey. To teach and assess on a range of Employability related courses from Entry to Level 2 and possibly other related programmes. This role includes course co-ordination and possibly internal verification/moderation.</p>	
MAIN DUTIES AND RESPONSIBILITIES	
<p>Your main duties and responsibilities will include, but will not be limited to the following areas:</p> <ul style="list-style-type: none"> • Undertake teaching activities in the curriculum area, ensuring high quality of provision, in response to learners' needs and in line with Professional Teaching Standards • Be responsible to the Head of Faculty and Assistant Principal for an agreed teaching programme in employability related topics and other related areas determined within the prevailing conditions of service • Assess student work, provide constructive and timely feedback to motivate and inspire the learner to improve and record learners' progress for identified modules • Create SMART targets, record and monitor progress against them. Implement positive interventions where needed, for students undertaking identified modules • Work collaboratively and innovatively with managers and colleagues to design, develop, manage and review programmes in the curriculum area • Develop course materials, schemes of work, group profiles etc. as required and make these available prior to course starting dates and are made available through the College's shared information systems • Deliver academic tutorials to provide students with feedback on progress and formative guidance on how to improve performance to assure success • Ensure all Health and Safety procedures are followed and assist in the maintenance of high standards of Health and Safety throughout the department and College • Contribute fully to the coordination, development, promotion and delivery of the range of courses offered by the College as required and will promote, manage and develop appropriate short courses as led by market forces or local/national needs • Carry out internal verification duties in line with quality assurance processes • Work experience may be associated with some courses and the post holder will be expected to assist in finding and monitoring work experience placements and in liaising with employers and the College to provide quality links • Develop and strengthen relationships with learners and provide support to ensure successful outcomes 	



- Contribute to the marketing of courses, learner IAG and enrolment processes
- Participate in student recruitment activities, including interviews and open evenings
- Participate in/arrange approved student visits, trips etc as and when required in accordance with College procedures
- Participate, as appropriate, in the College's examination process
- Attend staff meetings, meetings with moderators/verifiers, parents' evenings, industry updating/staff development and training events etc. as required by the Head of Faculty/Assistant Principal
- Maintain records of work and student attendance, progress and assessment in accordance with approved procedures
- Undertake assessment and internal verification activities in accordance with the requirements of the relevant qualifications awarding bodies and the College's internal quality assurance procedures
- Ensure Information Learning Technology (ILT) is a driving force to create an efficient and effective working and learning environment
- Embed within all learning activities the opportunity to improve students' English and maths

OTHER

- Deliver, promote and support good practice in relation to equality, diversity and inclusion, and compliance with the IEG policies and procedures
- Perform duties to a high standard and to ensure that quality assurance and improvement processes are implemented successfully across the College, particularly those relating to their own role.
- Participate in and make an appropriate contribution to the College's planning and review processes.
- Commitment to safeguarding and taking a shared responsibility to promote the welfare and a safe environment for children, young people and vulnerable adults learning within the group
- Promote and consistently exemplify behaviours in line with IEG Core Values
- Cooperate with, promote and maintain a safe and healthy working environment and responsibility for own health and safety
- Undertake continuing professional development as appropriate. Take a full part in the College staff development programme including the appraisal process
- Any other duties that are reasonable and commensurate with the level of the post as required and following consultation with the postholder.

TERMS AND CONDITIONS

Contract	Permanent
Pension	Teachers' Pension Scheme
Holiday	37 days per year, plus bank holidays and discretionary days
Probation	New appointees to the College are subject to a 10 months' probationary period
Disclosure	All employment offers are subject to a satisfactory fully-funded enhanced DBS check
Working Arrangements	Normal working hours of 8.30am to 5.00pm Monday to Thursday, 8.30am to 4.30pm Friday

APPLICATION PROCESS

Applicants should complete the College's online application form

<https://ieg.ac.uk/work-for-us/>

**PERSON SPECIFICATION
Lecturer – Jobsmart**

Criteria	Essential or Desirable		Assessment Method			
			A	I	T	R
QUALIFICATIONS	E	D				
Level 5 Teaching qualification (e.g. DTLLS, Diploma in Education and Training, Cert Ed or PGCE) * (see notes below)	E		✓			
Minimum level qualification to teach subject – level 3 or 4, HND, degree or professional industry qualifications	E		✓			
Minimum of Level 2 Literacy and Numeracy	E		✓			
Assessor Award (AI/TQA/CAVA)	E		✓			
Internal Verifier awards (VI/IQA)		D	✓			
EXPERIENCE						
Comprehensive, recent experience of working with PreEntry to Level 1 employability or related provision	E		✓	✓		
Previous teaching experience		D	✓	✓	✓	
Experience of working in Further Education/Higher Education		D	✓	✓		
Experience of course coordination		D	✓	✓		
Experience of the apprenticeship framework within subject		D	✓	✓		
KNOWLEDGE						
Up to date knowledge of current initiatives impacting on vocational/subject area	E			✓	✓	
In-depth knowledge of the subject specialism, in order to teach on Pre Entry to Levels 1 Employability qualifications	E		✓	✓		
Knowledge/experience of embedding maths and English into curriculum delivery	E		✓	✓		
KEY SKILLS						
Creative and innovative in selecting and adapting strategies to help students to learn	E			✓		
Ability to inspire, motivate and raise aspirations of students through enthusiasm and knowledge	E			✓		
Manage and promote positive learner behaviour	E			✓		
Ability to work effectively with students including maintaining appropriate discipline and behaviour	E			✓		
Demonstrate use of ILT within a Teaching and Learning environment	E			✓		
Exceptional verbal/written communication and interpersonal skills	E			✓		
Ability to be adaptable and flexible towards the requirements of different learner needs	E			✓		
Excellent planning, organisation and administrative skills	E			✓		
Ability to work collaboratively with a wide range of people to achieve common goals	E			✓		
Good IT skills	E			✓		
The ability to work well as part of a team and independently	E			✓		
OTHER						
Awareness of and commitment to safeguarding and promoting the welfare of children, young people and vulnerable adults	E			✓		

Commitment to equality of opportunity and the principles of inclusive learning and the ability to promote it in all aspects across IEG	E			✓		
Evidence of a personal commitment to continuous professional development and training	E			✓		
Commitment to the IEG's core values	E			✓		
Awareness of Health & Safety, wellbeing and environmental issues	E			✓		
Flexible approach to working practices	E			✓		✓
Professional appearance and behaviour at all times	E			✓		✓
Good previous attendance record	E			✓		✓
Access to transport to travel on College and Group business		D		✓		
Satisfactory enhanced DBS check + barred list for regulated roles	E	Pre-employment check				

Assessment Criteria: A = Application, I = Interview, T = Test, R = References

* Successful applicants who do not have the Level 5 teaching qualification as set in the person specification will be employed initially as an Unqualified Lecturer and the College will provide training to achieve the qualification, which must be achieved within 3 years of employment. This is explained in the contract of employment and Learning and Development Policy.