



## Job Description

Job Title	Unform Public Services Lecturer
Directorate	Service Industries
School	Public Service, Humanities and Leisure
Reports To	Head of School
Grade	Lecturer Band 2
Location	East Ham Campus and Stratford Campus

## Our Vision & Values

***“To develop the skills, confidence and qualifications for local people to lead rich lives and build great careers.”***

### College Values

- A** **Ambitious** – We are highly ambitious for our students and staff with a relentless drive for excellence in everything we do.
- S** **Successful** – We build resilience and determination to achieve great results, celebrating individual and collective success.
- P** **Professional** – We foster high levels of professional standards, with an emphasis on integrity and accountability.
- I** **Innovative** – We strive to be at the forefront of innovation for education, skills and employment.
- R** **Respectful** – We celebrate our inclusive and diverse culture, valuing our students, staff and stakeholders.
- E** **Engaging** – We are committed to developing partnerships, listening to students, staff and employers to inform our decision making.

### Equality of Opportunity

The college has a strong commitment to working towards the implementation of equality of opportunity in both service delivery and employment. The College's mission and strategic objectives directly support this aim. All employees are required to actively support the development, dissemination and implementation of this aim and related policies and programmes.

### Safeguarding of Children and Vulnerable Adults

The College is committed to safeguarding and promotes the welfare of all learners and expects its staff to share this commitment. In addition, they will also state that the College is committed to safeguarding and promotes the welfare of all learners and expects its staff to share this commitment. All posts in the College are subject to an Enhanced DBS check and barred person’s list check.



## Job Purpose

The candidate appointed will join an innovated and dynamic team involved in the delivery of a range of full-time study programmes within the Directorate of Service Industries. This includes provision in Uniform Public Services, Humanities and Criminology & Law within the college. They will prepare and deliver teaching for a range of topics, provide advice and support students, acting as a Personal Tutor as well as related teacher administration duties.

## Key Duties and Responsibilities

- Design, plan and implement effective and inclusive teaching and supporting learning activities.
- To provide high quality teaching, learning, assessment and internal moderation across a range of courses.
- Teach across a range of modules/units or within a subject area using appropriate teaching, learning support and assessment methods and technologies.
- Assess the work and progress of students and provide them with constructive feedback
- Contribute to the delivery, tracking and monitoring of key skill performance amongst cohorts of students in Public Services & general Humanities.
- Seek ways of improving performance by reflecting on teaching design and delivery and obtaining and analysing feedback.
- Contribute to outreach and/or widening participation activities within the school.
- Tutorship of students, giving appropriate support to enable students to achieve their academic, personal and vocational targets.
- Interviewing and giving guidance to potential students.
- Assisting students in their progression to either Higher Education or employment.
- Contribute to the development and continual improvement of courses, coordinating effectively with both staff and student.
- Support College initiatives and aspirations to achieve Net Zero carbon

## Person Specification

### Essential qualifications/training:

- A recognised teaching qualification e. PCET, PGCE or QCF Level 5 Diploma in Education
- Comprehensive understanding of the curriculum with subject specialism to at least Level 4
- Strong experience of delivering to 16+ age group with varied abilities in an educational setting
- Degree (or appropriate qualification) in relevant discipline in either Public Service, Sociology, Social Policy, Humanities and Law & Criminology
- GCSE or Level 2 in Maths and English

### Desirable qualifications/training:

- Internal Verifier Qualification
- Current training and CPD taken in the past 2-years relevant to the role and vocational area



**Experience:**

- Experience of planning and delivering in line with Ofsted requirements to at least “good”
- Ability to plan learning in line with Ofsted requirements
- Experience in teaching/assessing courses at a range of levels and providing high quality feedback and assessment
- Excellent written and verbal communication skills
- Experience meeting targets, KPI’s or deadlines
- Familiar with safeguarding and relevant procedures
- Working parents, families and external partners

**Knowledge and Skills:**

- Able to motivate and inspire people to achieve
- Passionate about the learning and skills agenda
- Excellent communication and written skills
- Comprehensive IT skills and E-Learning
- Excellent communications skills with people at all levels
- A team player who is hardworking and capable of working on own initiative
- Must have good organisational and time management skills
- Commitment to the College aims and ethos
- Ability to work quickly and accurately under pressure
- Ability to prioritise work to deadlines
- Ability to work flexibly as a member of the team
- Accurate record keeping

Review Details	
Job Title	Lecturer Band 2-3
Date Created	25/02/2022
Date Issued to Employee by Line Manager	
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