

JOB

DESCRIPTION

Post Title: Lecturer A

Responsible to: Head of Department

Purpose of the Role

- To ensure that students achieve their academic potential by contributing to the effective planning, outstanding delivery and implementation of formative and summative assessment in line with the awarding body requirements and the College Learning Framework
- To develop and deliver best practice in learning, teaching and assessment
- To keep up-to-date with curriculum initiatives, development of standards and general developmental and professional issues relating to the delivery of learning in your area
- To assess students' work in accordance with the College and departmental assessment policies and awarding body requirements
- To assess and record students' progress systematically using the recognised College systems and to use assessment to inform planning of lessons and homework to support students to achieve their academic potential
- To mark and return work to students in accordance to departmental policies, providing constructive oral and/or written feedback that clearly indicates strategies for improvement and progress against individual targets
- To actively respond to strengths or areas for development from students' assessment results and to use this information to incorporate strategies to improve student performance and success rates whilst enhancing the learning experience
- To provide accurate and regular feedback on student progress and outcomes to managers and students and to use this information to continuously improve teaching and learning
- To monitor and manage student attendance and promote positive behaviour for learning, following college procedures for any unacceptable behaviour
- To implement quality procedures, contributing to thorough, evaluative programme reviews which feed into the self-assessment process
- To complete documentation, appropriate records of learner performance and administration associated with role and responsibilities
- To undergo continuous professional development as appropriate and directed

- To assist in the implementation of pastoral and welfare systems for students, including induction, recording achievements and action planning
- To act as a Personal Tutor when required, providing advice and guidance in pastoral and welfare matters to assigned students in line with College procedures
- To contribute to Open Evenings and other school liaison activities to promote your subject area and enthuse students to come to Wigan and Leigh College
- To undertake course co-ordination as required

Duties

- To uphold College policies and procedures, promoting those specifically applicable to this area of work, including Equality & Diversity and to work actively to create an ethos that promotes equality, celebrates cultural and academic diversity and ensures the inclusion of students of all abilities, including those with special educational needs
- To comply with Health & Safety policies and procedures and attend training as requested
- To comply with the college's own safeguarding policy and practices and attend training as requested
- To keep up to date, so far as necessary, for the efficient executing of the job, with new legislation, procedures and techniques and attend relevant mandatory training
- To attend CPD activities at the College and actively contribute to sessions, sharing best practice and openly learning from colleagues outstanding practice
- To be conversant with and participate in activities and developments at college, regional and national level which are relevant to the post
- To present and promote an appropriate public image in representing the college
- To work flexibly as directed by the line manager
- To travel as required for the role and to work flexibly outside of normal office hours in line with business need
- To undertake any other duties as may reasonably be required commensurate with the post

Required Qualifications

- GCSE maths and English grade C qualifications or recognised equivalent to be attained within the probationary period
- Degree or vocational qualification at the appropriate level in a relevant subject
- Teaching qualification or be willing to work towards a teaching qualification.

Knowledge

- Relevant and current subject knowledge
- Knowledge and understanding of excellent teaching, learning and assessment practices and quality assurance

Competencies

- Effective communication skills and able to work flexibly as part of the College team
- ICT competent/e-learning/ILT
- Able to act as a pastoral tutor

You may be required to work at or from any building, location or premises of Wigan & Leigh College and any other establishment where Wigan & Leigh College conducts its business. You will also be expected to work outside of your normal working hours for College events and enrolments.

Variation to this Job Description

This is a description of the job as it is at present, and is current at date of issue. The job description will be reviewed and updated as necessary to ensure that appropriate revisions are incorporated, and that it relates to the job to be performed.

This College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.