



JOB DESCRIPTION

Post:	Lecturer
Department:	Further Education
Reporting to:	Subject Leader, Head of Department as appropriate
Salary:	£21,743 – £37,627
Pay Band:	Band A/B
Hours per week:	A minimum of 37 hours per week
Contract Type:	Academic / Permanent
Annual Leave:	35 days (plus Bank Holidays)
Probation Period:	6 months

Main Purpose of the Role:

To deliver a programme of learning and assessment in order to meet agreed performance targets and quality characteristics.

Main Duties & Responsibilities:

1. Demonstrate, teach and assess as directed.
2. Advise and assist the Subject Leader on the academic content and development of a programme.
3. Design learning materials and assessments to defined quality standards.
4. Deliver teaching, learning and assessment, which meet quality targets set internally and externally.
5. Keep accurate, up to date records on student/trainee progress.
6. Inform College Managers and programme tutor on student/trainee progress.
7. Provide statistical information to Subject Leaders as required.
8. Take part in programme team meetings and other meetings as required.
9. Develop and maintain industrial and vocational links on behalf of programme team(s).
10. Take part in visits and study tours as required.
11. Contribute to College procedures and quality assurance measures.
12. Contribute to College Marketing events and provide careers advice.
13. Promoting and safeguarding the welfare of children and young people they are responsible for, or come into contact with.



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14. Undertake tutorial responsibilities for a group and/or individual students as required.
15. Undertake any other reasonable duties requested by the Principal or his nominee.

Points 16-25 apply only to those staff required to undertake tutorial duties

16. To provide impartial advice on learning opportunities and career progression at pre-entry, admission, on programme and exit.
17. To provide a scheduled series of planning and review sessions with individual students for the development of a negotiated learning agreement and provide feedback on progress.
18. To help students to monitor their progress, deal with difficulties and develop the skills to undertake this themselves
19. To liaise with the programme team, Subject Leader and other College services on behalf of the student.
20. To provide, with Subject Leaders and other teams, an Induction Programme for students.
21. To liaise with Learning Support/ Skills for Life to prepare and structure study and learning skills support.
22. To work with the student to resolve disciplinary and grievance problems.
23. To co-ordinate and prepare, on behalf of the Academic Manager, the programme team's statement for students' termly reports and Records of Achievement.
24. To prepare and keep up-to-date student records for MIS, Academic Support, Subject Leaders and Executive as required.
25. To organise and lead study tours and/or visits.

Teaching Posts Only

For all teaching and related posts, the following duties are specified: formal scheduled teaching; tutorials and student assessment; management of learning programmes and curriculum developments; student admissions; educational guidance and counselling; preparation of learning materials and assessments; marking of student work and examinations; management and supervision of student visit programmes; research and other forms of scholarly activity; marketing activities; consultancy; leadership and staff management; administration and personal professional development. Workloads will be determined in line with your timetabled activity.



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Other Reasonable Duties

This Job Description sets out the main duties of the post at the date when it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post. In cases, however, where there is a permanent or substantial change in the duties and responsibilities the College reserves the right to amend the job description in consultation with the employee to reflect changes in the duties of the post. This list of duties is not exhaustive and from time to time staff will be asked to undertake any other reasonable tasks in relation to their role.

Safeguarding

The College recognises that it has a statutory and moral duty to ensure that the College safeguards and promotes the welfare of young people and vulnerable adults receiving education and training at the College. It is the responsibility of everyone at the College to protect young people and vulnerable adults and there are procedures in place to minimise risk and ensure appropriate action is taken should abuse be suspected.

You are responsible for familiarising yourself with the Child Protection & Safeguarding Policy and Procedures, the Code of Professional Conduct, the Guidelines on Professional Boundaries and Keeping Children Safe in Education and adhering to these regulations in the workplace. A copy of these Policies and Procedures can be found on the staff intranet.

Equality and Diversity

It is the responsibility of the post holder to promote equality and diversity across the College. The post holder will undertake their duties in accordance with the College's policies relating to equality and diversity.

The College is committed towards promoting positive mental health by working towards the MINDFUL EMPLOYER Charter. The College aims to create a culture of support within the workplace where employees can talk about mental health problems without the fear of stigma or discrimination.

Health and Safety

The post holder will be required to promote health, safety and wellbeing throughout the College. They will also be required to undertake their full duties and responsibilities in accordance with the College's Health and Safety Policies and Procedures.



PERSON SPECIFICATION

Requirements	Essential	Desirable	How Assessed (AF / IV / Other)
Education and Qualifications			
A Teaching Qualification or a willingness to complete one	✓		
A degree or equivalent in relevant subject area	✓		
BHSAI (or Stage 2 Coach)	✓		
BHSII / BHSI		✓	
IT Qualification		✓	
A1 Assessors Award or equivalent		✓	
V1 Internal Verifiers Award or equivalent		✓	
Knowledge, Experience and Skills			
Experience/Knowledge of relevant subject area	✓		
Experience/Knowledge of an educational/ learning environment	✓		
Experience of delivering to groups of people	✓		
Experience of providing tutorial support to students		✓	
Ability to work in a way that promotes the safety and wellbeing of young people and vulnerable adults	✓		
Behavioural Competencies			
Excellence With enthusiasm, we work to deliver a high-quality service to meet personal, organisational student and customer expectations. We pursue a 'can-do' attitude in all of the work we deliver ensuring it meets the needs of all current and potential students and customers.	✓		AF/IV
Champion Change With enthusiasm we seek to continually improve and are always receptive to new ideas. We display agility and promote change as an opportunity to apply new skills and foster a learning environment.	✓		AF/IV
Responsibility We take ownership of our work and use our initiative to deliver. We are accountable for our own performance and development, and we take responsibility for our actions and decisions.	✓		AF/IV



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Working Together We work with others to reach a common goal; sharing information, supporting colleagues and searching out expertise and solutions from relevant partners.	✓		AF/IV
Trust and Respect We are aware of our impact on others and our use of resources. We value openness and listen carefully to understand the views of others. We promote the values of diversity.	✓		AF/IV

Where aspects of the person specification are shown as 'desirable' it is understood that the knowledge, skills or experience required could be achieved through relevant training which the College is committed to provide. In decisions on selection, however, preference will be given to those candidates who can already demonstrate competence in areas specified.

In addition to the candidate's ability to perform the duties of the post, the selection process will also explore issues relating to safeguarding and promoting the welfare of young people and vulnerable adults. The candidates will also be tested with regard to their openness to diversity.

This post is subject to Hartpury obtaining medical clearance, DBS clearance, evidence to show eligibility to work in the UK and employment references satisfactory to the College.