

WILTSHIRE COLLEGE & UNIVERSITY CENTRE

JOB DESCRIPTION

Job Title	Lecturer
Salary	Academic Scale point 4 to 13
Reports to	Head of Department

Job Purpose

Provide an outstanding student experience through teaching, learning and assessment, enabling students to maximise their potential.

Main Duties and Responsibilities

Provide teaching, learning and assessment.

Teaching, Learning and Assessment:

1. Participate in the interviewing, enrolment and induction of students.
2. Provide teaching and learning whether in any environment as required.
3. Prepare schemes of work, lesson and assessment plans.
4. Provide ongoing assessment and feedback to students by setting and marking work both relevant and appropriate with the course.
5. Provide appropriate academic and/or vocational support to individual students, referring them where appropriate, to other agencies.
6. Contribute to the wider enrichment of students and support student's pastoral needs.
7. Contribute to the maintenance of an effective, efficient and professional learning environment.
8. Ensure resource material and teaching reflect best practice, contributing to the quality of provision as measured by retention, attendance, success rates, grades and value added.
9. Participate in appropriate quality assurance procedures.
10. Prepare learners for a range of accreditation and assessments
11. Maintain accurate and detailed student records, including the writing of reports and references.
12. Set and monitor Personal Targets and eLLPs according to faculty and college Policy.
13. Participate in open evenings, parent's evenings, recruitment, trade events, conferences and other marketing events.
14. Assist in the development of related programmes.

Additional Duties

1. Promote a teaching, learning and working environment that is free from discrimination and where all students and staff are encouraged to express their individuality.
2. Be responsible for safeguarding and promoting the welfare of students.

- Promote and conduct your professional duties and responsibilities within the parameters of the college's agreed values and aims.

General

- To undertake any further training as identified in the college review procedures.
- To participate fully in college Quality Procedures.
- Ensure that safe working practices are followed in respect of COSHH and other Risk Assessment control measures.
- To comply with and promote college Health and Safety policies and take appropriate responsibility to ensure the health and safety of self and others.
- To understand, comply with and promote the college's Safeguarding policy and procedures.
- To understand, comply with and promote the college's Diversity policies and procedures.
- To engage in continuous professional development.
- To undertake such other reasonable duties as may be required from time to time and review this Job Description at least annually through the college PDR scheme.

PERSON SPECIFICATION (E= Essential D=Desirable)

Method of Assessment	Essential or Desirable	Application Form	Interview
The table indicates the method by which the skills/knowledge/level of competence in each area will be assessed.			
Qualifications			
A specialist qualification at Level 3 or above and/or significant experience in relevant area	E	X	
To hold a full teaching qualification or be willing to work towards it	D/E	X	
Ability to work at Level 2 (GCSE A-C) in English and Maths	E	X	
Knowledge / Previous Experience / Skills / Ability			
Substantial industrial/commercial experience in the vocational area	E	X	X
Awareness of working with Tutor groups including pastoral development	D	X	X
Knowledge and understanding of study programmes and assessment within post 16 environment	D	X	X
Good IT utilisation to operate tracking and management systems effectively and the ability to use electronic whiteboard interactively	E		X
Proven experience of effective time management and workload prioritisation	E		X
Personal Attributes			
Ability to inspire and motivate students of all ages to the best of their potential	E	X	
To be able to work as an effective and supportive team player	E		X
The ability to work within strict timeframes in a pressurised environment	E		X
The ability to communicate effectively at all levels using appropriate methods	E		X
Further Requirements			
A proven commitment to continuous professional and personal development	E		X

An understanding of and commitment to Equality and Diversity as it applies to a supportive service in the workplace	E		X
An understanding of safeguarding and a commitment to creating a safe learning environment	E		X

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 children.

Notes:

This job description outlines the main duties and key performance outcomes of the role. It is not exhaustive and may be varied by the college following consultation with the post holder. The job description, duties and key performance outcomes must be reviewed annually with the Line Manager and amendments approved by a member of the Senior Management team.