

## ASSOCIATE LECTURER – LAW

### JOB SPECIFICATION

<b>Salary:</b>	£26.32 - £29.84 per hour
<b>Working Hours:</b>	Variable hours – approximately 11 hours per week
<b>Area:</b>	A Levels, Arts & Professional Studies
<b>Reporting to:</b>	Deputy Head of A Levels
<b>Location:</b>	Bridgwater Campus
<b>Closing date:</b>	12 midnight, Wednesday 18 August 2021

### Job Purpose

We are looking for an enthusiastic and innovative teacher of Law to join a dynamic A Level lecturing team. You will have a relevant degree and a desire to help students engage with challenging ideas and theories. The ability to inspire and enthuse students to achieve outstanding results by means of highly effective and stimulating teaching is a priority and, while experience of working either within FE or the post 16 sector is desirable this post would suit either a newly qualified teacher or an experienced practitioner of Law.

### Job Responsibilities

#### Teaching, Learning and Assessment

Plan, prepare and teach highly effective lessons to be taught on Law A Level

Prepare and effectively use plans of learning and lesson plans in line with College policies and processes

Share teaching, learning and assessment good practice to enhance the learner experience through a range of activities including, Continuous Professional Development (CPD) and College Inspection Review (CIR) processes

Celebrate learners' and others' success

Work to ensure high levels of student attendance in all sessions and prompt completion of registers

Prepare cohesive assessment plans to support progress for all learners and track progress to ensure timely success

Prepare students for and conduct internal assessments for the A Level Law exams

Set and mark assignments/examinations/assessments as appropriate

Set homework and extension activities, and provide timely feedback to support progress

Provide effective verbal and/or written feedback to support progress in line with awarding organisations' requirements and College processes

Facilitate work readiness activities with learners to support their development and progress

Work with learners to support continuous development of their English and maths skills

Maintain teaching files in line with College procedures

Participate in staff appraisals and staff development activities to ensure your knowledge is up to date and that your practice is continuously developing

Keep a Continuous Professional Development portfolio to record and demonstrate your own development

Complete all mandatory training as required in line with College expectations

Complete course/programme administration associated with your teaching responsibilities

Use and apply modern technology to enhance the learning experience for learners e.g. ILT, VLE and specialist software/resources

Work as part of the team to implement the department operating plan in line with the College strategic plan and contribute to strategic planning through meetings and consultation

### **Quality**

Listen to and collate 'learner voice' feedback to support action planning for continuous improvement

Ensure and maintain standards and quality by engaging with and using the College quality systems working alongside course leaders and curriculum managers

Participate in lesson observations and College Inspection Review activities to enhance the learner experience and support continuous professional development

Undertake the role of IV as required

Attend team meetings to standardise practice and share information

Contribute to the Self-Assessment Monitoring (SAM) process including a Quality Improvement Plan for the courses/programmes/subjects taught

Contribute to course approval process by providing subject specialist information

### **Continuous Professional Development**

Participate in staff development activities to support Continuous Professional Development (CPD) and keep a Professional Development Portfolio (PDP) to evidence personal development and impact on practice

Actively participate in the College performance management processes, including appraisals to support personal and professional development and enhance the learner experience

### **Other**

Attend Department, Area and College meetings as required

Contribute to and support delivery of the College strategic and operational plans

Supports and promotes equality and diversity at the College to ensure equality of opportunity for all students, visitors and staff and the elimination of discriminatory practices.

Maintains and promote a healthy and safe environment at the College to ensure students, visitors and staff are safe from harm.

Supports and promotes the safeguarding agenda at the College to ensure students, visitors and staff are safeguarded.

Any other duties connected with the post as are reasonably required from time to time.

### **Qualifications/Skills/Knowledge/Qualities**

The success of Bridgwater & Taunton College rests on a very strongly felt and shared set of values which determine its strategic direction. It is absolutely crucial that the successful candidate shares our values of student-centredness, equality of opportunity and parity of esteem for staff and students. S/he must enjoy working within the team philosophy of the College and working collaboratively.

At Bridgwater & Taunton College we are:

- Passionate and excited about learning
- Inclusive and supportive
- Responsive to student, employer and community needs
- Always aspiring to the highest standards
- Professional and enterprising
- Innovative and creative
- Friendly and welcoming

The following criteria are used to shortlist applicants and assess candidates. Please show evidence of how you meet these criteria in your application.

Essential Criteria	How Measured
Hold a relevant degree and/or professional qualification	Attainment certificates
Hold a teaching qualification or willing to work towards one	Attainment certificates / personal statement / interview
Have up-to-date sector/industry knowledge and/or evidence of specialist subject knowledge in key areas	Personal statement / interview
Have a strong desire to be part of a high performing team and work collaboratively across the College	Personal statement / interview
Have a strong desire to see all learners succeed and progress, and have a clear understanding of their needs and how these may be met	Personal statement / interview
Willing and able to develop curriculum, teaching and learning materials in subject specialisms as part of continuous development	Microteach session / interview
Be an excellent communicator with highly developed interpersonal skills	Interview
Possess strong and effective problem solving and IT skills	Interview
Desirable Criteria	How Measured
Hold an IQA qualification	Attainment certificates
Have experience in teaching and learning on technical and vocational programmes	Employment history / personal statement / interview

## Application Forms

Fully completed application forms should be submitted online by **12 midnight, Wednesday 18 August 2021**. Please note that we are unable to accept CVs.

Unfortunately, due to the volume of applicants the College receives, we are unable to contact candidates who are not shortlisted for interview. Therefore if you have not been contacted within four weeks of the post's closing date, you may assume that your application has not been successful on this occasion.

## Interviews

Interviews have been scheduled for **Friday 27 August 2021**. Shortlisted candidates will be contacted shortly after the closing date.

Due to the current Covid-19 situation we are currently planning for interviews to take place remotely as much as possible, through a blended and flexible recruitment process. The College will be using Microsoft Teams to carry out virtual interviews.

Shortlisted candidates will be invited to interview and full details of the interview process will be sent in advance. This includes any preparation that may be required such as a microteach or the completion of a role specific task. Guidance will be sent to candidates accordingly.

Candidates who successfully complete the initial interview may be invited to attend a formal interview.

In some circumstances it may be necessary that candidates are invited to attend the Campus as part of the interview process. Please be assured that we will be taking all necessary precautions to keep both candidates and staff safe during this time.

## **CONDITIONS OF EMPLOYMENT**

### **Working Hours**

The College's normal full time daytime working hours are from 8.30am to 5pm Monday to Thursday, and 8.30am to 4.30pm on Friday. The sessions of teaching for Associate Lecturers will be discussed with individual candidates/appointed staff.

**The hourly rate includes payment for class contact, preparing, marking, assessing and attending meetings, training and update sessions as required. It also includes attendance at open evenings, parent's evenings etc.**

### **Pre-employment Checks**

Any offer of employment will be subject to employment references, medical clearance and a satisfactory Disclosure and Barring Service (DBS) clearance (see below for further details of the disclosure procedure).

### **Salary**

The College's usual policy is to appoint new staff at the starting point of the scale, however the College will consider matching an existing salary (within the scale for the job) subject to proof of current earnings.

### **Christmas Closure**

It has been custom and practice for the College to close for a two week period at Christmas each year, with the exception of some functions due to business requirements. This practice will continue, subject to any future changes in the organisation of College terms/curriculum programmes.

### **Benefits**

The candidate appointed to the post will automatically become a member of the Teachers' Pension Scheme and pay contributions as determined by annual salary levels. The pension scheme is a defined benefit salary scheme and includes life assurance cover, and the College will also pay a contribution towards your pension.

### **Equality & Diversity**

Bridgwater & Taunton College is committed to the promotion of equal opportunities and is dedicated to pursuing non-discriminatory policies and practices and to eliminate unfair discrimination on any basis. This means that we are striving to ensure that no job applicant

will receive less favourable treatment than another on grounds of gender, marital status, age, racial origin, disability, sexual orientation or political or religious beliefs.

### **Criminal Record Check via the Disclosure Procedure**

The Rehabilitation of Offenders Act 1974 gives individuals the right not to disclose details of certain old offences when asked about their criminal record as they may be defined as 'spent'. There are exemptions to this if the individual is offered a post which involves contact with children or regular work at an establishment exclusively or mainly for children.

The post you have applied for falls into this category and, therefore, requires a criminal background check.

If a job offer is made you will be asked to apply for a DBS Disclosure Certificate. The Disclosure Certificate will contain details of current and "spent" convictions, cautions, reprimands or warnings held on the Police National Computer. The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers, and cannot be taken into account.

The DBS Disclosure will also indicate whether information is held on government department lists of those individuals who are barred from working with children or vulnerable adults (if applicable).

The information provided on the Disclosure certificate will be considered by the College to ensure that children and vulnerable adults remain adequately protected. Bridgwater & Taunton College wants to reassure candidates that a criminal record is not necessarily a bar on obtaining a position.

Further information about Disclosure can be found at [www.homeoffice.gov.uk/dbs](http://www.homeoffice.gov.uk/dbs).