



Lecturer in A Level Economics

Job Description

Area	: Faculty of The Arts and Academic Studies
Salary	: £27,486 - £41,467 (per annum)
Hours of Work (Full-time/Part-time)	: 37
Line Manager	: Assistant Director – A Level
Responsibility for	: Teaching on a range A Level Economics courses; : Undertaking other duties including tutorial support and associated administrative tasks; : Promoting and safeguarding the welfare of children and young persons in line with College policies; <i>and</i> : The marketing and promotion of the provision to employers and stakeholders.

Main Purpose of Job:

To provide innovative and engaging teaching and learning to the College's learners in order to ensure that the provision:

- Meets the needs of learners, employers and other stakeholders;
- Is of the highest possible quality in terms of learner outcomes and learner/employer satisfaction;
- Is effective, efficient and provide excellent value for money;
- Reflects the vision, mission, aims and values of the College;
- Is innovative, developmental and sector leading; *and*
- Promotes a culture of excellence and equality.

The post-holder will be a member of the Faculty of The Arts and Academic Studies.

Key Duties and Responsibilities:

- I. Teach effectively on a range of programmes across the College curriculum, which may include timetabled lessons, cover, delivery of modules or bespoke provision.

2. Thoroughly prepare suitable teaching, learning and assessment materials for a range of courses/classes and make use of a variety and appropriate learning and teaching methods.
3. Thoroughly prepare flexible teaching, learning and assessment materials; develop and maintain the curriculum area's Virtual Learning Environment (VLE) and incorporate the use of digital technologies/ILT to enhance learning experiences.
4. Have available an up-to-date syllabus and scheme for learning (*showing methods of delivery and embedded cross-cutting themes*) for each course/class taught and to lodge a copy of this information with the appropriate Assistant Director by the start of the course.
5. Complete promptly and accurately all class records including the register of attendance and tracking of student progress against targets.
6. Report any variations to the agreed class timetable to the appropriate Assistant Director and obtain permission for any long term or planned changes.
7. Keep electronic records of all student assessed work and report progress or otherwise at appropriate meetings.
8. Contribute fully to College and Directorate teams including sharing best practice and being involved in developing the curriculum.
9. Attend as required parents' evenings, college open events and other promotional events organised by the College.
10. Follow all agreed Quality Assurance and Risk Management Systems operating in the College and contribute generally to the establishment and development of a quality provision/service.
11. Teach, relevant to subject specialism, up to contracted hours.
12. Undertake the normal administrative duties required of lecturers including assistance with admissions (*including interviews at welcome evenings for prospective students*), enrolment, induction and providing management information as required.
13. Participate in the Course and Departmental Self-Assessment Reporting process.

Generic Duties and Responsibilities:

14. Promote a culture of innovation, excellence and equality.
15. Reflect the vision, mission, aims and values of the College.
16. Comply with College policies, procedures and agreements.
17. Contribute actively to the risk management of the College.
18. Promote and implement the College's strategies on equality, diversity and safeguarding.
19. Undertake appropriate staff development activities that support personal development and the changing needs of the College and its environment.
20. Be aware of, and responsive to, the changing nature of the College and adopt a flexible and proactive approach to work.
21. Undertake such other duties as may reasonably be required commensurate with this grade, at the initial agreed place of work or at other locations in the College catchment area.

This Job Description is current as the date shown. In consultation with the post-holder, it is liable to variation to reflect changes in the job.



Lecturer in A Level Economics Person Specification

	Assessment Method					
	Application Form	*Test	Interview and Presentation	Psychometric Testing	Qualification	References
*Test = Skills Test/Knowledge Test/Micro Teach/Presentation						
Education and Qualifications						
<u>Essential</u>						
• Degree (<i>or equivalent</i>) in a relevant discipline	✓				✓	
• Teacher trained at level 6 (<i>PGCE, DTLLS or CertEd</i>) or willingness to work towards	✓				✓	
• GCSE Grade C (<i>4/5</i>) in English and Maths	✓				✓	
<u>Desirable</u>						
• Masters degree (<i>or equivalent</i>)	✓				✓	
• Evidence of ongoing professional development	✓				✓	
Skills and Experience						
<u>Essential</u>						
• To be occupationally competent	✓		✓			✓
• Excellent teaching skills with proven experience of teaching A Level Economics	✓		✓			✓
• Good working knowledge of the requirements of subject area in school and FE sectors	✓		✓			
• Excellent IT skills with the ability to demonstrate the innovative use of ILT in teaching, learning and assessment	✓	✓	✓		✓	
• Successful experience of teaching and coaching learners of varied ages, backgrounds and abilities		✓	✓			✓
• Ability to embed equality and diversity within all elements of teaching with an awareness and understanding of equality and diversity matters in the workplace and the community	✓	✓	✓			
• Ability to adapt teaching style to engage and suit the needs of learners to ensure excellent attendance and achievements	✓	✓	✓			
• Ability to work co-operatively and effectively with colleagues in the curriculum area and across College			✓			✓
• Be able to provide an excellent and safe learning environment	✓	✓				
	Assessment Method					

*Test = Skills Test/Knowledge Test/Micro Teach/Presentation

	Application Form	*Test	Interview and Presentation	Psychometric Testing	Qualification	References
Skills and Experience Continued						
• Commitment to safeguarding the welfare of children and young persons in line with College policies	✓				✓	✓
• Appropriate level of digital literacy	✓		✓			
<u>Desirable</u>						
• Successful experience of teaching learners of varied ages, backgrounds and abilities	✓		✓			✓
• Good working knowledge of recent curriculum developments at post-16	✓		✓			
• Contribute to the development of course materials for courses offered by the Department	✓		✓			
Personal Attributes						
<u>Essential</u>						
• Strong inter-personal skills			✓			✓
• Good team player			✓			✓
• Able to relate well to learners and staff at all levels.			✓			✓
• Confidence to work effectively and professionally with all stakeholders e.g., employers			✓			
• Good organisational skills, ability to prioritise and work under pressure			✓			✓
• Ability to inspire confidence in learners			✓			
• Commitment to learner success			✓			
• Commitment to on-going professional development	✓					
• Flexible approach to work			✓			

Updated: March 2024