

## **JOB DESCRIPTION**

**Job Title:** Lecturer in Science

**Reports to:** Head of Department - Science

**Direct Reports:** None

### **Overall Responsibilities:**

- To prepare, deliver and assess subject specialisms on a range of courses and levels.
- To support and guide students to achieve success and realise their potential.
- To manage students' learning and provide a high-quality learning experience.
- To undertake course administration as necessary.
- To contribute pro-actively to developments within the Programme Area regarding curriculum and innovative teaching.
- To participate in marketing and promotion activities for the Programme Area.

### **Main Duties:**

1. To teach effectively on a range of programmes, levels and qualification types recognising and meeting students' individual needs.
2. To prepare schemes of work which are up to date and fully meet the requirements of awarding bodies.
3. To research, develop and effectively implement new learning materials in a variety of media to engage students in learning.
4. To assess students' work effectively to meet awarding body standards and carry out verification and moderation.
5. To monitor and record students' progress and take action to ensure students meet required standards and deadlines.
6. To prepare a variety of reports and maintain records on students' progress and performance.
7. To extend the students' learning experience through developing and implementing appropriate vocational opportunities e.g. links with employers, work experience.
8. To keep up to date with developments in subject specialism and share expertise with colleagues.
9. To ensure that learning environments are interesting and that learning experiences include diversity awareness and meet health and safety requirements.
10. To ensure that the behaviour of all students within and outside teaching areas meets the Student Code of Conduct.
11. To plan for, oversee and effectively incorporate into the learning experiences of students the work of tutors, teaching assistants and support assistants allocated to the session / class.

12. To complete accurately and to required deadlines a range of administrative tasks relating to students and courses, including registers, enrolments, withdrawals and transfers to meet funding requirements.
13. To participate in and contribute effectively to course team meetings.
14. To implement quality processes effectively and to deadlines for all teaching programmes including organising student focus groups, students' participation in surveys and contributing effectively to course reviews as may be requested.
15. To take part in marketing and promotion activities including Open Days, parents' evenings, taster days and careers conventions.
16. To interview potential students to ensure entry requirements are met and carry out assessments as necessary.
17. To contribute effectively to curriculum development and to the development of new courses and programmes to meet funding priorities.
18. To be aware of and implement the statutory requirements for promoting and safeguarding the welfare of children and young people in the area and in College.
19. To carry out effectively any other associated duties as requested by the Assistant Director or Centre Director.

#### **Statutory duties:**

- **Safeguarding**  
To be responsible for promoting and safeguarding the welfare of children, young people and vulnerable adults and for raising any concerns in line with College procedures.
- **Equality and Diversity**  
To be responsible for promoting equality and diversity in line with College procedures.
- **Health and Safety**  
To be responsible for following health and safety requirements in line with College policy and procedures.
- **Training and development**  
To participate proactively in training and development including qualification development required in the job role.

## PERSON SPECIFICATION

### Job Title: Lecturer in Science

	Essential	Desirable
<b>Qualifications / Training</b>	<ul style="list-style-type: none"> <li>• Degree in an Applied science related topic or considerable work experience in the key subjects</li> <li>• Recognised teaching qualification (Cert. Ed or equivalent) or willingness to start this in first year of teaching</li> <li>• English and Maths or similar at GCSE grade A-C/9-4 or equivalent</li> </ul>	<ul style="list-style-type: none"> <li>• Masters Degree in an applied science related topic</li> <li>• Safeguarding training</li> <li>• Equality and diversity training</li> </ul>
<b>Knowledge/ Experience</b>	<ul style="list-style-type: none"> <li>• Ability to teach a range of applied science topics on recognised qualifications.</li> <li>• Knowledge of current developments in own specialist area</li> <li>• Experience of working effectively with people from diverse backgrounds</li> <li>• Experience of working constructively to achieve team objectives and deadlines</li> <li>• Evidence of understanding how to promote equality and diversity within the job role</li> <li>• Evidence of high performance in previous roles/jobs</li> </ul>	<ul style="list-style-type: none"> <li>• Recent experience of teaching and assessing on a range of different levels and courses, and adapting approaches accordingly</li> <li>• Experience of curriculum development</li> <li>• Experience of working effectively in a customer focussed environment</li> </ul>
<b>Skills/Abilities</b>	<ul style="list-style-type: none"> <li>• Ability to work in line with the college values.</li> <li>• Ability to make a positive contribution to the team, valuing and respecting others' expertise and contribution</li> <li>• Ability to promote our excellent reputation and carry out our business appropriately and professionally at all times</li> <li>• Ability to communicate effectively and confidently face to face, on the telephone and in writing</li> <li>• Ability consistently to support a high-quality learning experience for all students</li> <li>• Ability consistently to create a welcoming and supportive environment for students and/or customers</li> <li>• Ability to demonstrate excellent organisational skills and work effectively to deadlines</li> </ul>	

<b>Special Requirements</b>	<ul style="list-style-type: none"><li>• Responsibility for promoting and safeguarding the welfare of children, young people and vulnerable adults and for raising any concerns</li><li>• Ability to form and maintain appropriate relationships and personal boundaries with children, young people and vulnerable adults</li><li>• Willingness continuously to update skills and knowledge</li><li>• Flexible approach to work and working times</li><li>• Willingness to travel to and work at all locations where we provide a service</li><li>• Awareness of health and safety requirements relevant to the job</li></ul>	
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