

JOB DESCRIPTION

POST TITLE:	Variable Hours Lecturer in Sport
GRADE:	Teaching rate of pay between £14.57 and £23.94 per hour inclusive of holiday pay, dependent upon teaching qualifications
WORK ARRANGEMENTS:	As and when required
DEPARTMENT:	Sport and Public Services
RESPONSIBLE TO:	Curriculum Operations Manager
RESPONSIBLE FOR:	Contributing to a variety of subject areas to support the College's vision to become and sustain outstanding

PURPOSE OF THE POST

The post holder will:

1. Strive to achieve consistently outstanding provision
2. Student support and general administrative duties associated with the academic function.

DUTIES AND RESPONSIBILITIES

1. Work effectively together with classroom based, work based and cross-college colleagues as one team, respecting and valuing each other to deliver outstanding services to students.
2. Producing schemes of work and maintaining records of work for each area of scheduled teaching.
3. Developing and evaluating student learning materials and assignments appropriate to a range of learning situations.
4. Contributing to the delivery of the programme of learning in accordance with College policies.
5. Teaching in designated areas deploying an appropriate range of teaching and learning styles.
6. Maintaining academic records including registers, records of work and any other records which may be required from time to time.
7. Preparing and marking College devised examinations and other assessment procedures.
8. Returning assessed work promptly to students indicating proposals for improvement.
9. Assessing and verifying assessments as a member of the programme team.
10. Planning and organising work placements, field trips, site visits and related activities.
11. Participating in programme team(s) and contributing towards the planning, development and administration of programmes and assessment of students work.
12. Participating in the College Quality Assurance process in order to evaluate the effectiveness of programmes.

13. Identifying, in consultation with programme team(s), curriculum development and learning resource needs and advising the Curriculum Operations Manager.
14. Assisting with visits from and to schools, taster courses and work experience for potential students.
15. Acting as personal tutor to nominated groups and individual students.
16. Participating in the guidance and interviewing processes to ensure that students and prospective students follow appropriate learning programmes.
17. Participating in reporting processes to provide feedback for parents and other sponsors.
18. Liaising with parents and employers at parents' and careers' evenings and other similar events at schools and at the College.

NB: Curriculum Teams refers to all areas of delivery including classroom and work based.

GENERAL

1. Take responsibility for one's own professional development and continually update as necessary, participating in appropriate staff development activities as required including the Professional Development Review.
2. Promote a positive image of the College and the work that is carried out across its various services.
3. Comply with all legislative and regulatory requirements.
4. Apply the College's own Safeguarding Policy and practices and attend training as requested.
5. Show a commitment to diversity, equal opportunities and anti-discriminatory practices. The post holder is expected to comply with and promote the College's Equal Opportunities Policy in all aspects of their duties and responsibilities.
6. Carry out any other reasonable duties within the overall function, commensurate with the grading and level of responsibility of the job.
7. Take an active role in the health, safety and welfare of students and staff, attending training and carrying out health and safety related activities as appropriate to the role.

Person Specification

Post:	Variable Hours in Sport	Department:	Sport and Public Services
--------------	-------------------------	--------------------	---------------------------

Key Requirements:

	Essential/ Desirable	Assessed
Qualifications:		
Professional qualification and/or degree in Sport / Sport and Exercise Science or relevant discipline	E	A
A teaching qualification or willingness to gain Cert Ed within 2 years of commencement of employment	E	A/I
Minimum of a level 2 qualification in English and maths or willingness to work towards within 2 years of commencement of employment	E	A/I
Level 4 qualification in Skills for Life or willingness to work towards new level 4 qualification in Teaching Basic Skills.	D	A
TAQA or an equivalent assessor and verifiers award	D	A
Experience:		
Recent and substantial professional experience in the Sport / Sport and Exercise Science sector, or similar setting	E	A/I
Recent teaching/training experience	E	A/I
Experience of delivering curriculum to 16-18 year olds as well as adult learners	E	A/I
Experience of teaching on Sport / Sport and Exercise Science courses and integrating key skills	E	A/I
Experience of performing assessment, verification and/or lead internal verifier responsibilities	E	A/I
Experience delivering GCSE and/or A Level Sport / PE	D	A/I
Skills/Knowledge:		
Excellent organisational, administrative and time management skills	E	A/I
Excellent interpersonal skills with the ability to listen and challenge in a supportive manner	E	A/I
An ability to deliver BTEC/Edexcel units across the whole range of health/social care courses	E	A/I
Ability to use IT in the classroom	D	A/I
Ability to offer Functional English and/or Functional Maths	D	A/I
Qualities:		
Ability work under pressure and meet deadlines including assessment, marking and feedback processes	E	A/I
Self-managing and responsive with the ability to reflect on own performance	E	A/I
A willingness to consistently improve through tailored CPD and industry updates	E	A/I
A respectful and inclusive attitude to learners and colleagues	E	A/I
A passion for improving the learner experience	E	A/I
Ability to work in a team	E	A/I
A flexible and innovative approach to teaching, learning and assessment	E	A/I
Flexibility to work at any College site / travel, and work additional hours to meet the requirements of the post (including some weekends and evenings)	E	A/I
Other Requirements:		
An understanding of Safeguarding of Children & Vulnerable Adults within the workplace	E	A/I
Full commitment to Equal Opportunities and anti-discriminatory working practices	E	A/I
Have a valid full driving licence and vehicle with business insurance	E	A/I

E = Essential

D = Desirable

A = Application

I = Interview

T = Test

Produced by:	T Potts	Date Produced:	May 2021
--------------	---------	----------------	----------