

JOB DESCRIPTION

POST TITLE:	Fractional Lecturer in Sixth Form
GRADE:	Harmonised Salary Scale Points 15-34 pro rata
WORK ARRANGEMENTS:	11.1 hours a week / 52 weeks a year
DIRECTORATE:	Sixth Form
RESPONSIBLE TO:	Curriculum Operations Manager
RESPONSIBLE FOR:	Development and delivery of the A-level Politics and/ or History curriculum Student support and general administrative duties associated with the academic function. At all times carrying out the duties and responsibilities of the post in compliance with the College's Equal Opportunities and Health and Safety policies.

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.
3. At all times carrying out the duties and responsibilities of the post in compliance with the College's Equal Opportunities and Health and Safety policies.

DUTIES AND RESPONSIBILITIES

Delivery of the Curriculum

1. Producing schemes of work and maintaining records of work for each area of scheduled teaching.
2. Developing and evaluating student learning materials and assignments appropriate to a range of learning situations.
3. Contributing to the delivery of the programme of learning in accordance with College policies.
4. Teaching in designated areas deploying an appropriate range of teaching and learning styles.
5. Maintaining academic records including registers, records of work and any other records which may be required from time to time.
6. Preparing and marking College devised examinations and other assessment procedures.

7. Returning assessed work promptly to students indicating proposals for improvement.
8. Assessing and verifying assessments as a member of the programme team.
9. Planning and organising work placements, field trips, site visits and related activities.

Supporting the Curriculum

1. Participating in programme team(s) and contributing towards the planning, development and administration of programmes and assessment of students work.
2. Participating in the College Quality Assurance process in order to evaluate the effectiveness of programmes.
3. Identifying, in consultation with programme team(s), curriculum development and learning resource needs and advising the Programme Manager.
4. Assisting with visits from and to schools, taster courses and work experience for potential students.

Student Support

1. Acting as personal tutor to nominated groups and individual students.
2. Participating in the guidance and interviewing processes to ensure that students and prospective students follow appropriate learning programmes.
3. Participating in reporting processes to provide feedback for parents and other sponsors.
4. Liaising with parents and employers at parents' and careers' evenings and other similar events at schools and at the College.

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 trainings and carrying out health and safety related activities as appropriate to the role.

Person Specification

Post:	Fractional Lecturer in Sixth Form (Politics / History)	Department:	Sixth Form
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Key Requirements:

	Essential/ Desirable	Assessed
Qualifications:		
Degree in a relevant discipline	E	A
A teaching qualification	E	A/I
Assessor Award/Verifier Award	D	A
Experience:		
Recent experience of teaching A-level History and/ or Politics	E	A
Experience of developing and marking assessments in line with A-level specifications	E	A/I
A proven record of successful learner results including ALPs scores	D	A/I
Ability to provide tutorial support for learners outside of subject area	D	A/I
Skills/Knowledge:		
Flexibility in delivering the curriculum to meet individual needs	E	I
An ability to track student progress	E	A/I
Ability to working on own showing initiative and also work closely within a team.	E	I
Developing and implementing a programme to meet individual requirements	E	I
An in-depth knowledge of the demands of learning	E	I
An awareness of current teaching and assessing practices within A-levels	E	I
Qualities:		
Good administration skills	E	A/I
A flexible and innovative approach to teaching	E	A/I
Other Requirements:		
An understanding of Safeguarding of Children & Vulnerable Adults within the workplace	E	I
Proof of the right to work in the UK	E	A
Full commitment to Equal Opportunities and anti-discriminatory working practices	E	I

E = Essential

D = Desirable

A = Application

I = Interview

T = Test

Produced by:	JK	Date Produced:	July 2020
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