

Lecturer

Job Description

Responsible to: Learning Area Manager (LAM) / Learning Area Lead (LAL)

Scale: Lecturer Scale

PURPOSE:

- You will deliver effective, up-to-date and stimulating learning opportunities, leading to success and progression for our learners. You will underpin your teaching activity with timely completion of all administration duties and professional development.

KEY ACCOUNTABILITIES AND RESPONSIBILITY FOR RESULTS

This schedule of duties is not exhaustive, and the job holder may be required to perform duties not listed, to suit the reasonable operational requirements of the college and as directed by their line manager.

Preparation and Planning

- Plan the most relevant learning programmes and schemes of work
- Plan individual lessons and activities to ensure full coverage of the learning objectives of the syllabus to meet every learner's needs
- Prepare learning resources which will enhance learning opportunities
- Plan work experience as required

Classroom Management

- Manage the behaviour of learners negotiating ground rules and setting boundaries and a high standard of behaviour
- Ensure health and safety environment for all learning whether in the classroom or workshop, carrying out risk assessments as appropriate
- Manage the use of learning resources

Teaching and Learning Delivery

- Carefully monitor learner attendance and follow up absence with relevant interventions
- Set clear lesson objectives with learners
- Provide a sequenced range of learning activities to engage learners and sustain their interest
- Provide differentiated learning opportunities for individual learners
- Maximise the use of time in each session
- Facilitate learner contributions for example through demonstrations, presentations and group work
- Provide learners with constructive feedback
- Review lesson objectives with learners

- Use learner evaluation feedback to adapt your teaching delivery to match your learners' needs
- Reflect on your practice to continually develop and improve teaching and facilitation of learning

Assessment

- Conduct effective initial assessments to select learners for the right course and plan their learning according to your findings
- Prepare and set activities and assignments to assess learning, devising and using approved marking schemes and grading criteria
- Set clear deadlines for learners to complete assignments and return assessed work on agreed dates
- Keep accurate and up-to-date records of all learners' assessments grades and achievements
- Set and mark all course work, and set and mark tests and examinations where appropriate
- Monitor and assess learners in the workplace where appropriate, liaising with placement staff
- Liaise as required both internally and externally including Lead and Awarding Bodies and Higher Education where relevant

Duties Underpinning Teaching and Learning

- Attend and participate in all your team meetings, providing information and data as required contributing actively to quality improvement
- Contribute to the co-ordination and development of the courses you teach
- Undertake all course administrative duties as required by your LAM and external bodies
- Undertake all pastoral duties as required by your LAM
- Supervise learner visits and outings where required
- Contribute to the promotion and marketing of the Learning Area's courses to include schools liaison
- Signpost and/or refer learners on to specialist services, as required
- Promote equality and celebrate diversity, confidently challenging prejudice and discrimination
- Safeguard all learners within your responsibility and report any safeguarding concern about a learner to your LAM or Vice Principal

Professional Values

- Embrace the development opportunities presented to you and seek out for yourself learning opportunities which will transform your teaching, keeping up-to-date with industrial developments in your field, so you meet and exceed the role requirements
- Manage yourself to maintain a healthy work life balance
- Keep updated and aware of national, regional and local issues which could impact on your role and the learning area provision
- Carry out any other duties as required

Lecturer

Person Specification

Qualifications

- Degree level qualification in relevant subject area Essential
- Teaching qualification equivalent to Qualified Teacher Learning and Skills (or willingness to work towards) Essential
- Level 3 or above qualification in maths or English related subject Desirable
- Level 2 qualification in maths and English Essential
- Assessor Award (or willingness to work towards) Essential
- Internal Quality Assurance qualification Desirable

Skills & Experience

- Up to date industry standard vocational skills and commitment to continue to maintain them Essential
- Experience working in the relevant industry Essential
- Minimum of 3 years teaching experience Essential
- Experience teaching in a Further Education environment Desirable
- Skills to teach across a range of related vocational areas, and across learner levels Essential
- Clear presentation skills Essential
- Good personal and interpersonal and communication skills Essential
- To champion Quality Assurance procedures and have the confidence to work within a target driven environment Essential
- Data analysis skills Essential
- Ability to teach using a range of approaches in teaching and learning Essential

Knowledge

- Relevant and up to date knowledge of the latest technology in the relevant vocational area. Essential
- Relevant and up to date knowledge of Quality Assurance systems as they apply in the industry Essential
- Knowledge of the relevant job market Desirable
- Ability to solve problems and ensure practical sessions run smoothly Essential
- Ability to demonstrate, motivate and inspire Essential
- Deliver courses using variety of learning modes Essential
- Application of health and safety knowledge Essential

Personal Competencies

- A good team player Essential
- Motivated by learner success Essential
- Commitment to personal and continuous professional development Essential
- Commitment to keeping up-to-date in own field of specialism Essential
- A reflective practitioner Essential
- Good organisational and time management skills Essential
- Flexible approach Essential

Disclosure and Barring Service Check

This post is subject to an enhanced DBS check.