



# JOB DESCRIPTION

Hourly Paid Lecturer



**WALTHAM FOREST COLLEGE**  
**JOB DESCRIPTION AND PERSON SPECIFICATINO**

**Post:** Hourly Paid Lecturer

**Location:** Forest Road

Reporting To: Deputy Head

GRADE: SCP 23 – 35

**Key Responsibilities**

To teach classes listed in your Contract(s) and to undertake related professional duties.

1. To teach and assess students.
2. To carry out related professional duties.
3. To undertake general and corporate duties.

**Main Duties and Responsibilities**

1. TEACHING AND ASSESSMENT
  - 1.1 To teach the classes listed in your Contract(s).
  - 1.2 To prepare schemes of work and lesson plans
  - 1.3 To contribute learning materials and assignments to the collective learning resources of the College.
  - 1.4 To undertake detailed assessment, and maintain attendance, destination and other records as required.
  - 1.5 To participate in the College's quality assurance procedures as directed.

To contribute to the action planning of students and provide interim and end of year reports as requested.

To participate in team meetings and staff training and development as required

\* in exceptional circumstances a market forces rate of up to £30.24 may be payable in some shortage areas for candidates with excellent experience and qualifications.

**Other Duties and Responsibilities**

- 2.1 To participate in subject and course team meetings and reviews, for which additional payment may be made at a non-contract rate of pay.

2.2 To provide statistics as requested.

2.3 To ensure the requirements of external agencies such as examination and validation bodies are met.

### **General**

3.1 To promote college policies, in particular those relating to equality of opportunity, community education and health and safety.

## PERSON SPECIFICATION

	Essential Criteria	Desirable Criteria *
<b>QUALIFICATIONS</b> (Educational and Vocational)	A relevant degree or professional qualification/ or equivalent	
	Teaching qualification or willingness to achieve (support will be given to gain accreditation over a specified period.)	
	Possess a Level 2 qualification in English and Maths or a willingness to achieve within a specified period	
<b>PREVIOUS EXPERIENCE/JOB KNOWLEDGE</b>	Experience of teaching on a range of courses.	
	Relevant vocational experience	
	Pastoral or equivalent experience and understanding to support the broad needs of students.	
	Understanding and experience of curriculum development and innovation and developments in contemporary education.	
	Understanding of relevant Health and Safety requirements.	

<b>SKILLS</b> (Competencies and Aptitudes)	Ability to work as part of a team.	
	Ability to work on own initiative.	
	Organisational and administrative skills.	
	Communication skills.	
<b>OTHER FACTORS/          ADDITIONAL REQUIREMENTS</b>	A commitment to equality of opportunity and anti-discriminatory practices.	