**CORNWALL COLLEGE**

**Job Description**

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| **Post title:** | Lecturer: Initial Teacher Education |
| **Based at:** | Cornwall College |
| **Reports to:** | Head of Initial Teacher Education |
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| **Grade/salary scale:** | CC\_43 – CC\_46 £29,295 - £30,587 |
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**Summary of key duties:**

* Deliver learning and teaching on the School of Education and Professional Development (SEPD) courses, exemplifying best practice in learning, teaching and professional development and achieving consistently good outcomes.
* Implement curriculum development in response to national priorities, local demand and the College’s training needs.
* Manage learners, the utilisation of resources and accommodation.
* Liaison with managers, team members, mentors, HE partners, employers and other stakeholders.

**Detail of key duties:**

In collaboration with the Head of Initial Teacher Education and other colleagues, to

1. Deliver initial teacher training courses, undertaking all associated duties (e.g. teaching, observations and mentor liaison) working to an agreed number of contact hours annually.
2. Produce and develop teaching and learning materials, working to awarding organisation standards at all times.
3. Participate in the development of course curriculums in response to national priorities, the views of employers and students, and the College’s training needs.
4. Work to prescribed standards and time scales across all Cornwall College sites as required.
5. Create a culture of empowerment ensuring equality of opportunity in which learners are engaged, challenged and supported through positive management of learning.

1. To act as the champion and advocate for learners promoting active learner and the taking of responsibility for their own learning plans and targets.
2. Support preparation of data and self-assessment documentation for College, Ofsted, Office for Students and other inspections and assessments.
3. Evaluate and review courses in the School of Education and Professional Development, including course reviews, self-assessment and operational planning. Monitor improvement action plans and other follow-up to embed and exemplify best practice in learning and teaching. Monitor and achieve student success targets.

And to:

1. Play a role in the delivery of Continuing Professional Development and Professional Support for serving teachers.
2. Model the College’s values, code of conduct and expectations of teaching professionalism as an example to other teachers.
3. Contribute to the development, delivery and continuous review of the work of the School of Education and Professional Development with particular reference to College objectives and self-assessment processes. Make a full contribution to the work of the School of Education and Professional Development including attending meetings as required.
4. Maintain appropriate records and produce, as required, reports and statistics on students and the School of Education and Professional Development’s work and in response to the requirements of awarding organisations and the College.
5. Monitor and support compliance with, and the implementation of, College policies and procedures, with particular reference to Equal Opportunities, Quality and Health & Safety.
6. Work within the framework of College strategic and operational plans, to develop, implement and monitor corporate and departmental objectives.
7. Carry out other such duties as may reasonably be required by the Head of Initial Teacher Education.

#### Person Specification

**Qualifications**

Essential:

* Hold a PGCE/CE or equivalent and subject-specific academic, professional or vocational qualifications.
* Strong record of continuing professional development.
* A consistent recently good lesson observation profile.
* Postgraduate degree in a relevant discipline.

Desirable:

* A masters level qualification

**Experience**

Essential:

* Professional experience in a relevant work context.
* Record of delivery of effective CPPD training to teaching staff.
* Recent experience as a successful teacher across a range of levels and courses with a broad familiarity of the Lifelong Learning sector.
* Successful experience of managing adult learners and associated resources.
* A comprehensive grasp of national policy and initiatives in the Further Education and Skills sector.

**Personal Attributes and Qualities**

Essential:

* Enthusiasm for all aspects of 14+ education and training.
* Flexibility and adaptability in embracing processes of reform and change.
* Flexibility to work at any College site/travel, and work flexible hours to meet the requirements of the post.
* Optimism, enthusiasm and support for the College, its values and its mission.
* Strong written and verbal communication skills.
* A respectful and inclusive attitude to learners and colleagues promoting equality and diversity and safeguarding through actions and behaviours.
* The ability to co-ordinate complex activities within a complex and challenging portfolio of courses and be able to multi-task on a personal level.