

## **JOB DESCRIPTION**

<b>POST TITLE:</b>	Lecturer in Psychology and Criminology
<b>GRADE:</b>	Harmonised Salary Scale Points 15-34
<b>WORK ARRANGEMENTS:</b>	37 hours per week/52 weeks per year
<b>DEPARTMENT:</b>	Sixth Form
<b>RESPONSIBLE TO:</b>	Sixth Form Programme Manager
<b>RESPONSIBLE FOR:</b>	Contributing to a A' level and Sixth form delivery 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, records of progress 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

<b>Post:</b>	Lecturer in Psychology and Criminology	<b>Department:</b>	Sixth Form
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### Key Requirements:

	Essential/ Desirable	Assessed
<b>Qualifications:</b>		
Degree/HND or equivalent in a relevant academic subject	<b>E</b>	<b>A</b>
A teaching qualification or willingness to gain Cert Ed within 2 years of commencement of employment	<b>E</b>	<b>A/I</b>
Assessor Award/Verifier Award	<b>D</b>	<b>A</b>
<b>Experience:</b>		
Recent experience of teaching A level Psychology and Criminology to post 16 students	<b>E</b>	<b>A</b>
Recent experience of teaching WJEC Diploma in Criminology	<b>D</b>	<b>A</b>
Experience of working in an allied profession/ sector to Criminology	<b>D</b>	<b>A/I</b>
A proven record of successful learner results in A level Psychology and Criminology included valued added results	<b>E</b>	<b>A/I</b>
Experience of developing and marking assignments to WJEC grading criteria	<b>D</b>	<b>A/I</b>
Experience of preparing students for external exams with successful outcomes	<b>E</b>	<b>A/I</b>
<b>Skills/Knowledge:</b>		
Flexibility in delivering the curriculum to meet individual needs	<b>E</b>	<b>I</b>
An ability to track and improve student progress	<b>E</b>	<b>A/I</b>
Working on own initiative with regard to team as a whole	<b>E</b>	<b>I</b>
Knowledge of A level delivery, marking schemes and exam skills	<b>E</b>	<b>I</b>
Developing and implementing a programme to meet individual requirements	<b>E</b>	<b>I</b>
An in-depth knowledge of the demands of learning at academic level 3	<b>E</b>	<b>I</b>
Ability to contribute to the life of the Sixth form including planning employer visits/ HE encounters and aspiration raising for students	<b>E</b>	<b>I</b>
<b>Qualities:</b>		
Good administration skills	<b>E</b>	<b>A/I</b>
A flexible and innovative approach to teaching	<b>E</b>	<b>A/I</b>
Willingness to travel between sites and work some evening sessions	<b>E</b>	<b>I</b>
<b>Other Requirements:</b>		
An understanding of Safeguarding of Children & Vulnerable Adults within the workplace	<b>E</b>	<b>I</b>
Full commitment to Equal Opportunities and anti-discriminatory working practices	<b>E</b>	<b>I</b>

**E = Essential**

**D = Desirable**

**A = Application**

**I = Interview**

**T = Test**

<b>Produced by:</b>	Joanne Kershaw	<b>Date Produced:</b>	August 2020
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