

JOB DESCRIPTION

Post:	CIPD/HE Lecturer
Responsible to:	Curriculum Manager
Pay Band:	9

JOB PURPOSE

To enable learners to success on their learning programmes by providing high quality teaching and support.

MAIN TASKS

To enable learners to success on their learning programmes by providing high quality teaching and support.

Planning

- Plan, deliver, assess and evaluate high quality learning opportunities which meet target levels of learner retention, achievement and success;
- To support, contribute to and take personal responsibility for implementing the College's commitment to Equality and Diversity.
- Prepare suitable learning materials using both paper and ILT;
- Maintain a course file, keep records as appropriate, monitor and meet additional support needs;
- Access and utilise main college systems for supporting course management;
- Keep up-to-date with syllabus and employer requirements.
- Work with the HE Programme Lead/Curriculum Manager to provide input into the College provision of CIPD and HE programmes

Delivery

- Use a range of appropriate delivery methods for the group; integrate functional skills and provide opportunities to extend all learners;
- Adjust teaching methods to meet the needs of different groups;
- Promote equality and diversity within the curriculum and meet the needs of individuals;
- Liaise with technicians, LSAs, assessors and other lecturers to maximise effective delivery.

Assessment

- Plan or supply appropriate assessment opportunities, both informal and formal;
- Assign and assess formative and summative assessments and participate in the Internal Quality Assurance processes
- Liaise with others regarding exam entry requirements;
- Give feedback as appropriate to learners, parents, employers, partner

- schools;
- Supply information as required.

Tutorial

Deliver the core tutorial curriculum;

- Enable individual learners to compile, own and complete an individual learning plan demonstrating personalised learning;
- Make referrals as appropriate, access enrichment and support learners to complete the programme and maximise the learning experience.

Professional Practice

- Evaluate and improve on lessons delivered;
- Listen to and act on learner feedback;
- Pursue actions arising from teaching observation outcomes and annual appraisals;
- Develop and compile self assessment reports;
- Take part in Continuing Professional Development (CPD);
- Attend course and team meetings;
- Gain and maintain a license to practice;
- Contribute to course and programme area marketing and administration;
- Support, and work towards, the achievement of college strategic objectives.

Other Duties Applicable to all Staff Working at Abingdon and Witney College:

- Participate in the college appraisal and staff development programme
- Keep abreast of developments in your area
- Adhere to the Health and Safety policies and procedures in relation to dealings with staff and students e.g. communications, equal opportunities and employment policy
- Assist students according to need, when appropriate
- Know the college policy for Equality and Diversity and take an active part in its implementation
- As a term of your employment you may be required to undertake such other duties as may reasonably be required of you, commensurate with your grade, at any of the College sites

The college reserves the right to amend the job description in consultation with the employee to reflect changes in the duties of the post.

PERSON SPECIFICATION

It is **essential** that the post holder has:

	Essential criteria	How assessed
1	CIPD Qualified	Application form, certificates
2	Qualified to degree level or equivalent in an appropriate subject	Application form, certificates
3	Qualified Teacher (or for exceptional candidate, willing to qualify)	Application form, certificates
4	Passionate about subject area	Application form, micro teach, interview
5	Demonstrate a knowledge and understanding of Safeguarding/Child Protection issues relevant to the post.	Application form, interview
6	Level 2 or equivalent in literacy (or willing to qualify)	Tests at interview
7	Level 2 or equivalent in numeracy (or willing to qualify)	Tests at interview
8	Experience of teaching curriculum area	Application form
9	Excellent teaching skills	Application form, interview, microteach
10	Ability to relate to diverse teaching groups	Application form, interview, microteach
11	Skills relevant to tutorial/pastoral support	Application form, interview
12	Commitment to learner success	Application form, interview

It is **desirable** that the post holder has:

	Desirable Criteria	How Assessed
1	Experience of delivering HE	Application form, interviews
2	Level 2 or equivalent in IT (or willing to qualify)	Tests at interview
3	Experience of teaching within a post 16 setting	Application form
4	Relevant links with employers	Application form, interview