

Central Bedfordshire College

Job Description

Job title: Lecturer

Reporting to: Learning Area Manager (LAM)

Scale: Main Grade Lecturer

Main Purpose of the Role

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 responsibilities

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 Assistant 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