**Job Description: HE Lecturer Teacher Education (0.5)**

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| **Role Specific** |
| **Role Specific**   1. Teach on a range of Teacher Education HE courses, delivering effective learning for students 2. Be up to date, plan and prepare high quality teaching as required by your Line Manager to the appropriate number of hours (810 hrs/annum - pro rata) 3. Develop and share resources for the subject including maintaining effective links across College for resources 4. Regularly assess students in order to track and monitor progress 5. Maintain comprehensive, up to date, student/subject records and provide information, as requested 6. Be responsible for the appropriate administration of exam entries for the subject and liaise with external awarding bodies, as appropriate 7. Ensure close liaison and good communications with other staff in matters concerning students 8. Use College systems to track and communicate student progress 9. Value and support students to achieve their full potential and effectively manage the behaviour of students 10. Engage in curriculum development and planning activities, individually and as a team 11. Participate in standardisation/verification and moderation, as required 12. Ensure provision is aligned with best practice nationally 13. Take responsibility as required for the development of a relevant curriculum area 14. Take responsibility for achieving the section’s targets in retention, attendance, achievements, high grades, added value and student satisfaction 15. Represent the Subject/Division/College, as required |

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| **College Responsibilities** |
| 1. Share the College’s Vision, Mission, Values, Behaviours and communicate them effectively 2. Participate in Staff Review and Professional Development activities and be actively involved in the College’s culture of high expectation 3. Value diversity and promote equality 4. Engage in marketing activities and liaison with employers and the wider community in line with College strategies 5. Contribute to cross-college events 6. Adhere to College policies and procedures including health and safety 7. Ensure good communication at all levels 8. Be responsible for safeguarding and promoting the welfare of children, young people and/or vulnerable adults 9. Any other duties that the Principal considers appropriate |

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| **Person Specification** | **HE Lecturer Teacher Education** |
| **Qualifications and Attainments** | **Essential / Desirable** |
| A degree level qualification in a relevant subject | Essential |
| Recognised teaching qualification or a willingness to achieve this within three years of appointment | Essential |
| A higher degree or advanced qualification | Essential |
| Fellowship of the HEA or a willingness to pursue on appointment | Desirable |
| **Training, Experience and Knowledge** |  |
| Teaching experience in subject area | Essential |
| Knowledge of and proven ability to deliver the curriculum successfully | Essential |
| Demonstrate a student centred approach to teaching and learning | Essential |
| Knowledge and experience of quality assurance systems which underpin delivery of HE (OfS, QAA, UK Quality Code) | Desirable |
| **Personal Skills and Attitudes** |  |
| Exceptional organisational skills | Essential |
| Display initiative, be positive and enthusiastic | Essential |
| Excellent IT skills and the ability to use ILT in classroom delivery including interactive whiteboard technology | Essential |
| Demonstrate a commitment to equality and diversity, customer service and quality assurance | Essential |
| Possess excellent communication skills | Essential |
| Compliance with CPD requirements | Essential |
| Be a team player and have a highly responsive, flexible and adaptable attitude | Essential |
| Demonstrate a commitment to the process of continuous review and improvement | Essential |
| Ability to develop and promote relevant curriculum effectively | Essential |
| Suitability to work with children young people and/or vulnerable adults | Essential |