

## Job Description: Foundations Lecturer PTHP

### Role Specific

1. Deliver outstanding teaching and learning experiences on a variety of Entry Level and Level 1 study programmes.
2. Prepare high quality teaching and learning materials utilising a range of student-centred approaches that can be shared across the team.
3. Robustly and accurately assess students in order to track and monitor their progress.
4. Ensure close liaison and good communication with other stakeholders, guardians and staff in matters concerning students.
5. Undertake a personal tutor role to assigned groups, ensuring each learner is supported and challenged to reach their full potential.
6. Engage in curriculum development and planning activities beyond the main programme to include enrichment and super curricular opportunities for learners.
7. Participate in standardisation, internal verification and moderation, as required.
8. Take responsibility for achieving the section's targets in retention, attendance, achievements, high grades, added value and student satisfaction.
9. Positively represent the Division/College at both internal and external events, as required.

### 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

## Job Description: Foundations Lecturer PTHP

| <b>Person Specification</b>   | <b>Foundations Lecturer PTHP</b> |
|---|----------------------------------|
| <b>Qualifications and attainments</b>   | <b>Essential / Desirable</b>     |
| Degree or industry experience in a relevant subject area  | <b>Essential</b>                 |
| Recognised teaching qualification at Level 4 or above.  | <b>Essential</b>                 |
| Minimum GCSE grade C (or equivalent) in Maths and English                                       | <b>Essential</b>                 |
| <b>Training, Experience and Knowledge</b>   |                                  |
| The ability to demonstrate knowledge and understanding of the educational needs of young people | <b>Essential</b>                 |
| Knowledge of and proven ability to create and deliver an outstanding curriculum successfully    | <b>Essential</b>                 |
| Demonstrate a student-centred approach to teaching and learning                                 | <b>Essential</b>                 |
| Experience of providing an outstanding teaching, learning and assessment experience             | <b>Essential</b>                 |
| Knowledge and experience of creating a curriculum for learners with SEND.                       | <b>Desirable</b>                 |
| <b>Personal Skills and Attitudes</b>  |                                  |
| Exceptional organisational skills   | <b>Essential</b>                 |
| Display initiative, be positive and enthusiastic  | <b>Essential</b>                 |
| Excellent IT skills   | <b>Essential</b>                 |
| Demonstrate a commitment to equality and diversity, customer service and quality assurance      | <b>Essential</b>                 |
| Possess excellent communication skills  | <b>Essential</b>                 |
| Be a team player and have a highly responsive, flexible and adaptable attitude                  | <b>Essential</b>                 |
| Demonstrate a commitment to the process of continuous review and improvement                    | <b>Essential</b>                 |
| Suitability to work with children young people and/or vulnerable adults                         | <b>Essential</b>                 |