

Position: - Lecturer

Job Title:	Lecturer
Hours:	Full and part time positions, term time. You will also be required to attend staff meetings.
Contract Type:	Permanent/Temporary
Salary:	Up to £35,000 - depending on experience and qualifications.
Responsible to:	Course Manager, Head of Department and Director

Job Description:
<p>We are looking to appoint permanent full and part time lecturers in a key chosen subject areas, who are passionate, hard working and versatile to join our busy team. You will be responsible to prepare, deliver and assess subject specialisms on a range of courses and levels. To support and guide students to achieve success and realise their individual potential. To manage students' learning and provide a high quality learning experience and undertake course administration as necessary. To contribute pro-actively to developments within the subject area regarding curriculum and innovative teaching. To participate in marketing parents/cares evening and open days for the course.</p>
General Main Duties and Responsibilities:
<ul style="list-style-type: none"> • To teach effectively on a range of programmes, levels and qualification types recognising and meeting students' individual needs. • To prepare schemes of work which are up to date and fully meet the requirements of awarding Bodies. • To research, develop and effectively implement new learning materials in a variety of media to engage students in learning. • To assess students' work effectively to meet awarding body standards and carry out verification and moderation. • To monitor and record students' progress and take action to ensure students meet required standards and deadlines. • To prepare a variety of reports and maintain records on students' progress and performance. • To extend the students' learning experience through developing and implementing appropriate vocational opportunities e.g. links with employers, work experience. • To keep up to date with developments in subject specialism and share expertise with colleagues. • To ensure that learning environments are interesting and that learning experiences include diversity awareness and meet health and safety requirements. • To ensure that the behaviour of all students within and outside teaching areas meets the Student Code of Conduct. • To plan for, oversee and effectively incorporate into the learning experiences of students the work of tutors, teaching assistants and support assistants allocated to the session / class. • To complete accurately and to required deadlines a range of administrative tasks relating to students and courses, including registers, enrolments, withdrawals and transfers to meet funding requirements.

- To participate in and contribute effectively to course team meetings.
- To implement quality processes effectively and to deadlines for all teaching programmes including organising student focus groups, students' participation in surveys and contributing effectively to course reviews as maybe requested.
- To take part in marketing and promotion activities including Open Days,parents' evenings, taster days and careers conventions.
- To interview potential students to ensure entry requirements are met andcarry out assessments as necessary.
- To contribute effectively to curriculum development and to the development ofnew courses and programmes to meet funding priorities.
- To be aware of and implement the statutory requirements for promoting and safeguarding the welfare of children and young people in the area and in College.
- To carry out effectively any other associated duties as requested by thecourse manager, head of department or director.
- To be responsible for promoting and safeguarding the welfare of children, young people and vulnerable adults and for raising any concerns in line withCollege procedures.
- To be responsible for promoting equality and diversity in line with Collegeprocedures.
- To be responsible for following health and safety requirements in line withCollege policy and procedures.
- To participate proactively in training and development including qualificationdevelopment required in the job role.

Lecturer - Personal Specification

	Essential:	Desirable:
Qualification:	<ul style="list-style-type: none"> • Degree in a related subject or considerable work experience in the key subjects • Teaching qualification (Cert. Ed orequivalent) or willingness to start this in first year of teaching • English and Maths or similar atGCSE grade A-C or equivalent • Safeguarding training Equality and diversity training 	<ul style="list-style-type: none"> • Evidence of continuing professional development • First Aid trained
Professional Knowledge & Experience:	<ul style="list-style-type: none"> • Ability to teach a range of the course concepts to Level 2 and Level 3 • Knowledge of current developments in own specialist area • Experience of working effectively with people from diverse backgrounds • Experience of working constructively to achieve team objectives and deadlines • Evidence of understanding how to promote equality and diversity within the job role • Evidence of high performance in previous roles/jobs. 	<p>Recent experience of teaching and assessing on a range of different levels and courses, and adapting approaches accordingly</p> <p>Experience of curriculum development</p> <p>Experience of working effectively in a customer focussed environment</p>

	<ul style="list-style-type: none"> • Recent teaching experience • Experience of working within the education sector for more than one year • Good interpersonal skills. • Good organisational skills. • Ability to write and present straightforward reports. • Ability to prioritise own workload. • Ability to lead and motivate students effectively. • Ability to work on own initiative and make decisions • .Ability to work under pressure. • Ability to develop good working relationships with staff, students, visitors and all users of the school/college sites. • Good IT skills. • Ability to work hard and take a pride in the role with commitment to achieving high standards of subject area. • Willingness to work flexibly to adapt to the colleges'/schools' changing needs. • Willingness to work open days, parents/carers evenings. • Ability to work without supervision. • Trustworthiness • Willingness to undertake further training as appropriate. • To work in line with our Values of Student Focus, High Performance Respect, Openness, Honesty • To make a positive contribution to the team, valuing and respecting others' expertise and contribution • To promote our excellent reputation and carry out our business appropriately and professionally at all times. • To communicate effectively and confidently face to face, on the telephone and in writing • Ability to consistently create a welcoming and supportive environment for students and our customers • To demonstrate excellent organisational skills and work effectively to deadlines • Responsibility for promoting and safeguarding the welfare of children, young people and vulnerable adults and for raising any concerns 	
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	<ul style="list-style-type: none"> • To form and maintain appropriate relationships and personal boundaries with children, young people and vulnerable adults • Willingness continuously to update skills and knowledge • Flexible approach to work and working times • Willingness to travel to and work at all locations where we provide a service • Awareness of health and safety requirements relevant to the job 	
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Physical:	<ul style="list-style-type: none"> • Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the Disability Discrimination Act 1995 	
Personal Qualities:		

The setting is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. A full-enhanced Disclosure & Barring Service (DBS) and a pre employment health check will be obtained prior employment including satisfactory references checks.

You may contact us at:

Placing People Direct

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