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# Job Description

### **Lecturer – Functional Skills - Work Based Learning English, Maths and ICT**

### Title of Post: Lecturer – Functional Skills – Work Based Learning – English, Maths and ICT

Section: Apprenticeship & Skills

Hours: 36 hours per week, 52 weeks per year.

Grade: Uxbridge College Academic Pay Scale pt. 23 – 36

Reporting to: Head of Employer Services

Base: Uxbridge and Hayes (with off-site travel to other locations required)

# BACKGROUND

The 3 Functional Skills are a mandatory qualification for apprentices who do not already hold the relevant qualification according to the framework requirements. This role will be central to the College and managed through the Apprenticeship & Skills who hold responsibility for the management of apprenticeship delivery. The Lecturer will teach and support those apprentices identified to need the relevant qualification, on a range of frameworks. Lecturing is more than just teaching; it includes all aspects of the learning process, including preparation and planning, and the assessment and evaluation of apprentices. All post holders are expected to consistently review and assess their performance alongside colleagues and engage in positive and critical debate on pedagogic issues. All lecturers must be committed to inclusive learning and ensuring that they take on the very best practice to meet individual learner needs including the promotion of equal opportunities. All staff are required to implement College policies. Further Education is an ever-changing service and all staff are expected to participate constructively in College activities and to adopt a flexible approach to their work. This job description will be reviewed annually during the appraisal process and will be varied in the light of the business needs of the College.

# MAIN PURPOSE OF THE POST

The main purpose of the job is to teach English, Maths and ICT Functional Skills up to level 2, to apprentices on a range of frameworks to maximise their timely success.

# DUTIES

# Recruitment of Apprentices

* Participate in open evenings and recruitment activities to ensure that potential applicants and apprentices receive accurate information and guidance.
* Complete and contribute to the production of accurate information and fact sheets.
* Interview potential applicants and contribute to the College’s interviewing schedules.
* Contribute to the development, promotion and delivery of the team’s marketing and recruitment strategies.

# Induction and Support for Apprentices

* Carry out apprentice inductions and contribute to the design of induction programmes.
* Produce or contribute to course handbooks.
* Carry out academic progress reviews, including the completion of necessary documents and the College’s electronic systems including Onefile.

* Understand and keep up-to-date with apprentice support and learning support arrangements, ensuring apprentices have full information and are making appropriate referrals.
* Where appropriate ensure that basic skills initial and diagnostic assessments are undertaken and that apprentices receive effective individual learning support.
* Refer apprentices to the Work Based Learning Learning Advocate where appropriate.
* Ensure that resources are kept up-to-date and accessible to apprentices and other staff in liaison with the curriculum managers and the College’s Learning Centres.
* Prepare apprentices for employability, career progression and/or further education and training.
* Produce reports to provide information to reviewers to be included in progress reviews with parents/employers.

# Design and Delivery of Programmes

* Teach Functional Skills English, Maths and ICT to apprentices from a range of frameworks.
* Prepare schemes of work, lesson plans and resource materials for teaching programmes.
* Utilise IT and e-learning technology effectively to deliver the curriculum.
* Work with subject lecturers to help them to integrate the delivery and assessment of Functional skills into the technical certificate delivery and progress reviews.
* Prepare assessment plans and schedules and ensure apprentices are aware of expectations.
* Assess apprentices’ progress regularly including the timely marking of work and giving feedback, both written and verbal.
* Work with the relevant Employer Services staff to ensure effective coordination of awarding body registration and administering of Functional Skills exams.

# Curriculum Management

* Attend team meetings and College events as directed by managers.
* Keep records up-to-date, including the completion of web log, and other required documentation.

# Quality

* Carry out apprentice questionnaires and elicit apprentice feedback on the quality of teaching and learning.
* Contribute to course reviews including reviews of your subject area and the setting, implementation and monitoring of action plans.
* Set targets for timely achievement, retention and attendance and participate in the College’s performance management programme.

# Other

* Keep knowledge and skills up-to-date through self-study and undertake staff development and secondments relevant to professional needs.
* Promote Equal Opportunities and implement the College’s Equal Opportunities Policy.
* Participate in the College’s staff appraisal and mentoring processes.
* Provide a secure, safe and friendly learning environment including implementation of the College’s Safeguarding and Health & Safety Policies.
* Complete all documents necessary to comply with College HR policies, e.g. temporary lecturer booking forms, sickness forms, appraisal forms, etc. and ensure all staffing records are kept up-to-date.
* Carry out any other duties commensurate with the scale and grade of the post.

#### Lecturer Functional Skills – Work Based Learning –English, Maths and ICT

##### Person Specification

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Essential** | Desirable | How assessed?\* |
|  |
| **Qualifications**   * A relevant degree (English, Maths, ICT, or related area), *or* minimum of Level 3 qualification plus proven successful experience of teaching Functional Skills English, Maths and ICT for at least 2 years) | **✓** |  | Cert/AF |
| * Minimum of Level 5 teaching qualification (e.g. PGCE, DET) or willingness and ability to obtain this, supported by the College | **✓** |  | Cert/AF |
| * Minimum of Grade B/4 or above in GCSE English Language and Maths | **✓** |  | Cert/AF |
| * Driving licence and own personal transport, and willing to travel to employers’ premises | **✓** |  | AF |
|  |  |  |  |
| Knowledge and Experience |  |  |  |
| * Experience of delivering Functional Skills to Apprentices and proven track record of success | **✓** |  | AF/IV |
| * Up to date knowledge of exam requirements for Functional Skills | **✓** |  | AF/IV |
| Other Skills |  |  |  |
|  |  |  |  |
| * The ability to engage and motivate groups of Apprentices aged 16+ | **✓** |  | AF/IV/T |
| * Good written and verbal communication skills | **✓** |  | AF/IV/T |
| * Good literacy and numeracy skills | **✓** |  | AF/T |
| * Good interpersonal skills | **✓** |  | IV |
| * Good classroom practice | **✓** |  | IV/T |
| * Good IT skills | **✓** |  | AF/T |
| * Ability to use IT within the curriculum |  | **✓** | IV/T |
| * Good administration/organisational skills | **✓** |  | AF/IV |
| * Good team working skills | **✓** |  | AF/IV |
| * Self-motivation | **✓** |  | AF/IV |
| * Commitment to learners and learner achievement | **✓** |  | IV |
| * Commitment to own professional development | **✓** |  | AF/IV |
| * Understanding of the importance of Equality and Diversity and Safeguarding in education | **✓** |  | IV |
| **Competencies**  *Academic staff should be able to demonstrate competency in the following areas:*  Communication; Planning and Organising;  Interpersonal Sensitivity  Adaptability/Flexibility  Results Focus | **✓** |  | AF/IV |

\*Evidence of criteria will be established from:

Cert = Certificates checked on induction

AF = Application Form

IV = Interview

T = Test (Micro-teach/skills test at interview stage)