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**Job Description**

**Lecturer – Multi Skills**

### Title of Post: Lecturer – Multi Skills

Hours: 36 hours per week, 52 weeks per year

School: School of Health & Social Care and Construction

Grade: Academic Pay Scale pt. 23 – 36

Reporting to: Section Manager - Construction

Base: Harrow Weald

# **BACKGROUND**

The post of lecturer involves considerable subject-based and pedagogic knowledge and understanding. It is essential that the post holder is motivated to keep up-to-date with developments in their professional area and also in teaching and learning practice. Lecturing duties include all aspects of the learning process, including preparation and planning, and the assessment and evaluation of students. 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 ensure that they demonstrate 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 ensure the retention and achievement of students through the delivery of good practice in teaching and learning. The Lecturer will teach, develop and improve programmes of study in subjects and courses relevant to the post-holder’s knowledge, qualifications and experience.

# **DUTIES**

# **Recruitment of Students**

* Participate in open evenings and recruitment activities to ensure that potential applicants and students 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 Students**

* Carry out student inductions and contribute to the design of induction programmes.
* Produce course handbooks.
* Carry out academic progress reviews, including the completion of necessary documents.
* Where appropriate act as a named tutor and liaise with the College’s Departmental Administrators to ensure the attendance, retention and achievement of students.
* Understand and keep up-to-date with student support and learning support arrangements, ensuring students have full information and making appropriate referrals.
* Where appropriate ensure that basic skills initial and diagnostic assessments, are undertaken and that students receive effective learning support.
* Ensure that resources within your subject area are kept up-to-date and accessible to students and other staff in liaison with the curriculum managers and the College’s Learning Centres.
* Prepare students for employability, career progression and/or further education and training.
* Produce reports and attend events to provide information to parents/employers.

# **Design and Delivery of Programmes**

* Teach on a range of programmes in the relevant subject area.
* To manage the delivery of teaching and learning on a range of full and part time programmes.
* To be responsible for the competent teaching and learning in a range of Construction trades.
* Prepare schemes of work, lesson plans and resource materials for teaching programmes.
* Utilise IT and learning technology to deliver elements of the curriculum.
* Integrate the delivery and assessment of Functional Skills into the curriculum and teach Functional Skills.
* Carry out formative and summative (tests, coursework and exams), assessment of students and use target setting to maximise success.
* Monitor students’ attendance, progress and achievement. Use tracking software for ILPs and assessment and prepare relevant reports.
* Contribute to curriculum development, including schemes of work and marketing of courses.
* Take a leadership role on specific courses.
* To ensure that students attend and achieve on all areas of their study programmes including maths, English and work experience.
* Prepare assessment plans and schedules and ensure students are aware of your expectations.

* Assess students’ progress regularly including the timely marking of work and giving feedback, both written and oral.
* Work towards the integration of students’ basic skills’ development in the delivery of teaching and learning.

# **Curriculum Management**

* Attend team meetings and College events as directed by managers.
* Keep records up-to-date, including the completion of registers, and other required documentation.
* Liaise with colleagues to ensure that new members of staff are fully apprised of requirements.
* Participate in the College’s staff appraisal and mentoring schemes.

# **Quality**

* Carry out student questionnaires and elicit student 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 achievement, retention and attendance and participate in the College’s performance management programme.
* Participate in the College’s formal Lesson Observation process on an annual basis, which requires at least one graded Lesson Observation to take place. Further Lesson Observations may be required under the College’s Capability Procedure.

# **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.
* Communicate and work effectively as part of the team.
* Provide a secure, safe and friendly learning environment including implementation of College’s Health & Safety Policy and Safeguarding Policy.
* Complete all documents necessary to comply with College HR policies, e.g. agency 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 – Multi Skills**

##### **Person Specification**

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| --- | --- | --- | --- |
|  | **Essential** | **Desirable** | **How assessed?\*** |
|  |
| **Qualifications**   * Qualified to a minimum of Level 3 in a relevant subject area | **✓** |  | Cert/AF |
| * An advanced level teaching qualification recognised by the FE sector (e.g DET, PGCE or equivalent)\*\*, or willingness and ability to work towards the Level 5 Teacher Training qualification, supported by the College | **✓** |  | Cert/AF |
| * Assessor qualification (A1 or equivalent) or willing to obtain | **✓** |  | Cert/AF |
|  |  |  |  |
| **Knowledge and Experience** |  |  |  |
| * Working knowledge and experience across a range of construction craft trades | **✓** |  | AF/IV |
| * Teaching/training experience | **✓** |  | AF/IV |
| * Knowledge of the requirements up to and including Level 1 and Level 2 Construction/Multi Skills programmes | **✓** |  | AF/IV |
| **Other Skills** |  |  |  |
| * Ability to enthuse and engage vocational learners aged 16-19 | **✓** |  | AF/IV |
| * Good communication skills, written and verbal | **✓** |  | AF/IV/T |
| * Commitment to Equality and Diversity and Safeguarding in education | **✓** |  | AF/IV |
| * Good interpersonal skills | **✓** |  | IV/T |
| * Good classroom practice | **✓** |  | IV/T |
| * Ability to use IT within the curriculum |  | **✓** | IV/T |
| * Good administration/organisational skills | **✓** |  | AF/IV |
| * Tutoring experience |  | **✓** | AF |
| * Ability to work effectively as part of a team | **✓** |  | AF/IV |
| * Commitment to continuing professional development | **✓** |  | AF |
| * Self-motivation | **✓** |  | AF/IV |
| * The ability to enthuse and inspire students | **✓** |  | IV/T |
| * Commitment to learners and learner achievement. | **✓** |  | 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 (Microteach/written assessment at interview stage)

\*\*Qualifications that are equivalent to the Diploma in Education and Training (DET) include: DTLLS (Diploma in Lifelong Learning Sector); 7407 Stage 3/FE Certificate Stage 3; older Certificates in Education; Post Graduate Certificate in Education (PGCE) – FE and/or Secondary; any qualification bearing QTS is recognised as fully qualified for the FE sector.