

**JOB DESCRIPTION**

**Job Title:** Lecturer 1

**Line Manager:** Head of Faculty

**Responsible for:** The effective management of teaching and learning

**Pay Band:** Lecturer 1 Points 23 - 31

**JOB PURPOSE**

To develop a stimulating an exciting programme for learners

To manage and provide good quality teaching and learning to support student achievement

To seek to ensure that student retention and achievement targets are met

To contribute towards the College’s strategic objectives

Provide a safe and healthy environment in which to work and learn.

Ensure a high quality of adequate resources and materials are provided to enhance learning, thereby enriching the opportunity and experience of learners.

Safeguarding and promoting the welfare of children, young people and vulnerable adults.

**SPECIFIC DUTIES**

Responsible to the Head of Faculty for the effective management of teaching and learning to include:

1. Providing information, advice, and guidance in line with College policies and procedures
2. Working with adult students, students aged 16 – 19, children 14 – 16 and vulnerable students with specific learning difficulties and disabilities
3. Facilitating teaching and learning across a range a vocational, professional and/or academic area in particular:

* Planning implementing and evaluating student induction
* Producing schemes of work, course rationales and assessment schedules
* Developing the curriculum to take account of national and local initiatives
* Optimising flexible learning opportunities for students
* Adopting an inclusive learning approach to take account of students’ needs and learning styles
* Providing timely and effective feedback to students on assessment

1. Carrying out the personal tutor role for groups of students in particular:

* Planning and reviewing students’ individual targets and action plans
* Be involved in the internal verification process
* Liaising with the Study Services team
* Reviewing and monitoring retention and achievement rates in areas of responsibility
* Liaising with parents 16 – 19-year-olds

1. Comply with all College policies and procedures paying particular attention to the following:

* Quality Procedures – taking into account national Bench Marking data and College Management Information
* Health & Safety, Safe Learner concept, the planning and monitoring of appropriate work placements

1. Ensure a high level of customer care at all times.

**GENERAL DUTIES**

* Work flexibly to meet College requirements including on occasion working in other departments as requested by your line manager. This requirement is likely to be particularly relevant during holiday periods.
* Comply with all College policies and procedures. Within these boundaries, staff are expected to use initiative to resolve problems and address issues.
* Ensure the quality standards and performance measures applying to your area of work are met and facilitate continuous improvements in all aspects of the post.
* Maintain a safe environment by working within Health & Safety guidelines and being aware of your responsibilities for health and safety.
* Value diversity and promote equal opportunities.
* Comply with an agreed dress code appropriate to the job role and the tasks to be completed.
* Participate in Performance Management and Continuous Professional Development (CPD) activities as required. Undertake further training as needed to ensure up to date knowledge and implementation of best practice.
* All Kendal College employees are expected to act as ambassadors for the College and promote the organisation and its services positively.
* Undertake any other duties and tasks appropriate to the grade and character of work as may reasonably be required.

**PERSON SPECIFICATION**

**POST: Lecturer 1**

As a College employee you will be expected to embrace College values and implement College policies and procedures by:

• Seeing learners as our priority

• Embracing equal opportunities and respecting diversity

• Working co-operatively with colleagues

• Respecting and valuing the work of all our stakeholders

• Striving for continuous improvement

• Adhering to College policies and procedures

Promoting the welfare of children, young people, and vulnerable adults

| **ATTRIBUTES** | **ESSENTIAL** | **DESIRABLE** |
| --- | --- | --- |
| **Qualifications** | * A recognised teaching qualification or be willing to obtain within 2 years of appointment * Level 3 Vocational qualification * English and Maths at Level 2 (GCSE A\* to C or equivalent) | * Assessor Award * A degree or equivalent qualification in the related discipline |
| **Experience** | * As per job advert and specialism | * Recent experience of teaching in an FE/HE environment * As per job advert and specialism |
| **Knowledge and Skills** | * Effective communication skills * Effective presentation skills * Effective use of ILT to promote teaching and learning and monitor learning * Good general knowledge of health and safety at work in an educational and the relevant vocational environment * Ability to provide high quality pastoral care to learners * Effective classroom management skills * Comprehensive current technical knowledge and skills commensurate with the required vocational delivery | * As per job advert and specialism |

**Essential requirements are those without which application will not normally be considered for appointment**