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**JOB DESCRIPTION**

**Job Title:** Lecturer 1

**Line Manager:** Head of Faculty

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

**Pay Band:** 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 – considering 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** |
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| **Qualifications** | * A recognised teaching qualification or be willing to obtain within 2 years of appointment
* Level 4 qualification (BTEC HNC, NVQ) in in an Engineering discipline or be willing to work towards it.
* English, Maths, and Science at Level 2 (GCSE A\* to C or equivalent)
 | * A Bachelor/Master’s degree in an Engineering discipline
* Assessor or IQA qualifications to support curriculum and apprenticeship programmes or be willing to obtain within 2 years.
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| **Experience** | * Understanding of Engineering industry and potential specialisms that you can inspire students to progress into
 | * Recent experience of teaching in an FE/HE environment
* Recent experience with some industry specialisms such as programming, electronics, CAD, PLCs, pneumatics etc.
* Experience of working in an industrial/commercial Engineering environment
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| **Knowledge and Skills** | * Effective communication and presentation skills
* Effective work management skills that can be translated into a classroom
* Understanding of Engineering principles including Electrical, Mechanical, and Manufacturing systems
 | * Capable use of IT to promote teaching and monitor learning
* Ability to provide high quality pastoral care to learners
* Good general knowledge of health and safety at work in an educational and the relevant vocational environment
* Comprehensive current technical knowledge and skills commensurate with the required vocational delivery
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**Applications without the essential requirements will not normally be considered for appointment**