

<b>Job Description</b>	
<b>Job Title</b>	<b>Lecturer</b>
<b>Main Purpose</b>	To deliver teaching, learning and assessment that leads to excellent outcomes and supports learners to progress towards their aspirational career.
<b>Line Manager</b>	Curriculum Leader
<b>Date Job Description Agreed</b>	4 <sup>th</sup> September 2018

<b>MAIN DUTIES</b>	
1.	Deliver teaching, learning and assessment that is relevant, inspiring, developmental and aspirational, and that leads to excellent progress, achievement, retention and destinations;
2.	Supervise learners through their journey with Derwentside College, providing support and challenge in all elements of their programme including, but not limited to: <ul style="list-style-type: none"> <li>a. Enrolment and induction</li> <li>b. Initial assessment and diagnostics</li> <li>c. Planning for learning, including schemes of work and lesson plans</li> <li>d. Reviews of progress and targets</li> <li>e. Providing excellent, constructive feedback, including support for English and maths, and preparing reports for parents and carers</li> <li>f. Preparation for examinations and tests</li> <li>g. Pastoral support and guidance</li> <li>h. Attendance and punctuality</li> <li>i. Behaviour and discipline</li> </ul>
3.	identify the learning needs of individuals and groups attending programmes – including, where appropriate, action planning with individual learners and ensuring that each learner is taught according to their ability and potential;

4. devise and deploy an appropriate range and variety of teaching, learning and assessment methods to ensure learners make excellent progress;
5. ensure that learners establish positive attitudes to learning – including enhancing their motivation and interest, increasing their capacity for independent learning and supporting their general development;
6. assess the progress of learners and support them with processes that stretch and challenge them to achieve more;
7. timely submission of all documentation that forms part of the Derwentside College learner journey;
8. contribute to curriculum development that ensures the college's courses are current and informed by employers;
9. participate in the college's procedures for improving teaching, learning and assessment and take part in relevant CPD that enhances practice;
10. contribute to the college's self-assessment and Quality Improvement Planning (QIP) process, including identifying strengths and areas for improvement via Programme Review and Evaluation (PRE).
11. Take an active part in supporting the recruitment of new learners, including promoting the college to the local community and stakeholders, and delivering school liaison activities.

**General duties of all staff**

1. safeguard and promote the welfare of children, young people and vulnerable adults;
2. ensure that safe working practices are adopted in compliance with relevant health and safety regulations;
3. demonstrate commitment to the principles of equality of opportunity and treatment, and comply with the requirements of relevant equal opportunities legislation;
4. assist in carrying out quality assurance procedures;
5. attend and contribute to appropriate team meetings in order to enhance co-operative working relationships and standards of service delivery;

6. participate in performance management procedures and undertake staff training.

**Undertaking such other duties commensurate with the grade of the post as may reasonably be required.**

Person Specification		
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<b>Attributes</b>	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>a recognised teaching qualification, or the willingness to achieve one</li> <li>Qualifications relevant to, or in depth experience in, the sector of delivery at a level higher than subject(s) taught</li> </ul>	<ul style="list-style-type: none"> <li>Cert Ed</li> <li>Assessor Award, or equivalent</li> <li>IQA Award, or equivalent</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>of good or outstanding teaching or training within a structured learning environment</li> <li>of the sector of delivery</li> <li>of working with systems designed to assure and to improve quality</li> <li>of the latest developments within the industry</li> </ul>	
<b>Skills and abilities</b>	<ul style="list-style-type: none"> <li>to prepare and deliver successful schemes of work that cover the teaching and learning standards in both practical and theory sessions</li> <li>to develop effective professional relationships with colleagues and learners</li> <li>to exhibit current expertise in the practical skills in the relevant area</li> <li>to communicate clearly, concisely and effectively</li> <li>to motivate and provide leadership to learners in such a way that their learning needs are met and their learning aims are achieved</li> <li>to create a culture of entrepreneurship and enterprise amongst learners</li> <li>to prioritise and organise your own workload effectively</li> <li>to motivate and inspire learners</li> <li>to work co-operatively as part of a team</li> <li>to keep accurate records and comply</li> </ul>	<ul style="list-style-type: none"> <li>to plan and implement industry based courses</li> </ul>

	<p>with organisational and administrative tasks effectively</p> <ul style="list-style-type: none"> <li>• to deploy good communication,</li> <li>• interpersonal, influencing and decision-making skills</li> </ul>	
<b>Knowledge and understanding</b>	<ul style="list-style-type: none"> <li>• of effective planning and recording of learner progress</li> <li>• of the current qualification structure</li> <li>• of issues affecting Further Education</li> <li>• of the values and behaviours suitable to work with children, young people and vulnerable adults</li> <li>• of learner-centred methods of curriculum delivery</li> <li>• of equal opportunities issues in teaching and learning</li> </ul>	<ul style="list-style-type: none"> <li>• of the potential of Information and Learning Technology</li> <li>• of the preparation of risk assessments</li> <li>• of the Common Inspection Framework</li> </ul>
<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>• a desire to support students to flourish.</li> <li>• a commitment to equality and diversity, showing a desire to challenge inequality and promote diversity</li> <li>• a distinct and credible personal presence in group settings</li> <li>• a commitment to innovation and continuous improvement</li> <li>• a readiness to work flexibly in a changing and challenging environment</li> </ul>	
<b>Other requirements</b>	<ul style="list-style-type: none"> <li>• demonstrable relevant occupational competence</li> <li>• enthusiasm, reliability, good judgement and patience</li> </ul>	<ul style="list-style-type: none"> <li>• full UK driving licence and access to a vehicle for business use (or access to equivalent mobility)</li> </ul>