

JOB DESCRIPTION

Post:	Lecturer
Responsible to:	Curriculum Manager
Rewards package:	Lecturer Scale, Access to Teachers Pension Scheme, and 42 Days Annual Leave plus 8 Bank Holidays-pro rata
Key responsibility:	To assist in the development and delivery of the managed learning of students

Principal Duties:

1. To be directly involved in the delivery and management of inclusive learning, teaching and assessment to a high standard
2. To be fully conversant with programme regulations and specifications for the defined area thus ensuring conformity and best practice
3. To assist in related curriculum design, development and delivery
4. To assist with securing quality improvement within the Curriculum area
5. To assist with monitoring student recruitment, retention, achievement and progression and provide targeted developmental support
6. To effectively use and comply with B&FC information systems and procedures to enable student success, e.g. VLE, progress tracking software, internal verification, moderation (This list is not exhaustive)
7. To assist with the student recruitment process including interviews, Initial Advice and Guidance (IAG), Open Days and specific curriculum events
8. To maintain up-to-date knowledge and practice in both subject and appropriate face to face and digital pedagogies
9. To contribute to the B&FC academic community and exchange knowledge through scholarship, research and professional practice

Standard Responsibilities for all positions in B&FC:

1. To fully adhere to B&FC policies and procedures at all times
2. To display the B&FC values at all times and positively promote them
3. To take responsibility for the promotion of the health, safety, wellbeing and mental wealth of self and others
4. To actively support B&FC commitments on safeguarding and promoting the welfare of children, young people and vulnerable adults
5. To pursue the achievement and integration of equality, diversity and inclusion, through widening participation in all B&FC activities
6. To actively support, and appropriately engage with the 'One College' ethos to promote positive student behaviour across B&FC
7. To be proactive in identifying and pursuing opportunities that are appropriate to maintaining your own professional development, and to positively engage in the B&FC performance review scheme and all relevant training
8. To maintain the confidentiality and security of information and data at all times
9. Undertake any other tasks and responsibilities appropriate to the level of this post

This job description is current at the date shown and may be amended after consultation and agreement between management and the post holder. 2021

PERSON SPECIFICATION

Lecturer		
Personal attributes required based on Job Description Essential (E) or Desirable (D)		
Qualifications		
1	Possession of a recognised teaching qualification (minimum level 5) or be willing to commence studies within 1 year of appointment	E
2	Level 2 in English and mathematics or equivalent or willingness to undertake within 12 months of appointment	E
3	Possession of subject specialist qualification at minimum Level 5 or above or the highest level qualification in the specialism	E
4	Possession of Assessor and Verifier awards or be willing to obtain within 1 year of appointment	D
5	A recognised First Aid qualification	D
Experience		
1	Industrial, commercial or research experience in an appropriate related discipline	E
2	Experience of teaching a wide range of levels evidenced by high student satisfaction and high success rates.	E
3	Experience of effectively tutoring and supporting individuals, evidenced by high success rates and student satisfaction.	E
4	To show initiative to develop curriculum based on demands of the sector.	E
5	Experience of using and applying quality improvement processes related to the curriculum.	E
6	Experience working in Further Education or Higher Education	D
Knowledge, Skills and Abilities		
1	Ability to respond to a range of learning styles	E
2	The ability to communicate in all forms clearly, succinctly and in a timely manner	E
3	Ability to develop learning resources to support the curriculum	E
4	To be able to demonstrate skills in meeting a range of targets related to College priorities e.g. recruitment, retention and attendance.	E
5	To have effective administration skills to support teaching and learning	E
6	Effective team working	E
7	Knowledge and evidence of Digital Fluency including possession of Microsoft Innovative Educator Certification or willingness to obtain within three months of appointment	E
Behaviours		
1	Demonstrable commitment to delivering results through taking responsibility for meeting objectives through communicating with impact, adopting a customer-centric focus and consistently measuring and improving	E
2	Successfully and actively work together engaging with colleagues across B&FC effectively and inclusively to achieve positive outcomes	E
3	To show commitment to a future-focused approach, actively contributing to the future success of B&FC through making effective decisions, demonstrating a commitment to B&FC values, vision, operational and strategic direction and a willingness to adapt to change	E
Further Requirements		
1	Full UK driving license and access to a vehicle for business purposes or equivalent mobility (with the ability to maintain appropriate level of business insurance for car users)	D