

**COLEG CAMBRIA**

### JOB DESCRIPTION AND PERSON SPECIFICATION

### Job Title: Lecturer

### Reports to: Curriculum Director

**Salary range: M1 - UP3** *.*

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**Main Purpose of Job:-**

To teach on a variety of teaching programmes to be agreed with Line Manager

**Responsibilities and accountabilities:**

* To perform scheduled teaching, preparation of learning materials, marking of students’ work, liaison with awarding bodies and exam invigilation
* To provide educational guidance, support and counselling for all students and act as a personal tutor when required
* Assist in the recruitment and interviewing of students when required
* Participate in the marketing, planning, assessment and evaluation of course provision
* To liaise with tutors from other business areas with regard to resources, curriculum development, student reports and other related matters
* To liaise with student sponsors and employers when necessary
* Complete and produce the agreed deadlines documentation such as, registers, schemes of work, records of work, course review, course analysis documentation, student reports, absence reports, course files etc
* Implement and adhere to quality systems to ensure retention, recruitment and achievement targets are continually improved in line with College Policy
* Participate in the organisation’s self-assessment procedures; external inspection and audit requirements; external and internal verification activities.
* Monitor and evaluate learning sessions and participate in teaching observations
* Carry out any other duties in line with the post and conditions of service and may involve participation in planning and organising any special functions undertaken by the Business Area, including internal and external events

**Special Features:** N/A

**Miscellaneous:**

You have a legal duty, so far as is reasonably practicable, to ensure that you do not endanger yourself or anyone else by your acts or omissions. In addition you must cooperate with the College on health and safety matters and must not interfere or misuse anything provided for health, safety and welfare purposes.

You are responsible for applying the College’s Equal Opportunities Policy in your own area of responsibility and in your general conduct.

You have a responsibility to promote high levels of customer care within your own areas of work.

You are required to participate with the Appraisal process, engaging in the setting of objectives in order to assist in the monitoring of performance and the achievement of personal development.

Such other relevant duties commensurate with the post as may be assigned by your Manager in agreement with you. Such agreement should not be unreasonably withheld.

**Review:**

This is a description of the job as it is presently constituted. It may be reviewed and updated from time to time to ensure it accurately reflects the job required to be performed, or to incorporate proposed changes.

Signed: …………………………………………… Date………………….

**POSTHOLDER**

Signed: ……………………………………………. Date…………………..

**HR Director**

**Person Specification**

| **Attributes** | | **Item** | **Relevant Criteria** | | | **How Identified** | **Essential/**  **Desirable** |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 1 | Skills & Abilities | 1.1  1.2  1.3  1.4  1.5  1.6  1.7  1.8  1.9 | .Able to identify, interpret and apply specific knowledge to practice  Competent in MS Office, particularly PowerPoint. Able to navigate Internet and Intranets  Be able to develop and use a range of teaching and learning techniques  Recognises and makes students aware of their strengths and development needs  Ability to assess the outcomes of learning and learner achievements  Able to deal promptly and effectively with inappropriate behaviour in the classroom  Able to prepare effective written and visual teaching materials  Show an appreciation of FE values and ethics  Can reflect and evaluate upon own performance and plan for future practice. | | | A/I/P  A/I/P  A/I/P  A/I  A/I  A/I  A/I/P  A/I  A/I | Essential  Essential  Essential  Essential  Essential  Essential  Essential  Essential  Essential |
| 2 | General & Special Knowledge | 2.1  2.2  2.3  2.4 | Awareness of the importance of quality standards within teaching  Demonstrate an understanding of current developments within your own specialist area and ways of keeping up to date with such developments  Knowledge of the broad range of learning needs and how to support these needs within a learning environment  Be able to analyse and use key information to inform teaching and learning | | | A/I  A/I  A/I  A/I | Essential  Essential  Essential  Essential |
| 3 | Education & Training | 3.1  3.2  3.3  3.4 | Qualified to at least Level 3 in a relevant specialist subject area  Teaching Qualification (e.g. Cert Ed, PGCE, C&G 7407)  Possess or be working towards Assessor Award, (*depending on course requirements*)  Possess or be working towards Verifier award, (*depending on course requirements*) | | | A/C  A/C  A/C  A/C | Essential  Essential  Desirable  Desirable |
| 4 | Relevant Experience | 4.1  4.2  4.3  4.4 | Awareness of the importance of quality standards within teaching  Demonstrate an understanding of current developments within your own specialist area and ways of keeping up to date with such developments  Knowledge of the broad range of learning needs and how to support these needs within a learning environment  Be able to analyse and use key information to inform teaching and learning | | | A/I  A/I  A/I  A/I | Essential  Essential  Essential  Essential |
| 5 | Attitudes and beliefs | 5.1  5.2  5.3  5.4  5.5  5.6  5.7  5.8 | A commitment to an institutional culture which places people at the centre of everything we do.  A commitment to the established ethos of the institution as a partnership between learners, staff, governors, employers, parents and other stakeholders.  The continuous pursuit of high standards and excellence in all services provided by the institution.  A commitment to ensuring that all members of the institution are valued, motivated and encouraged.  The promotion of high professional, moral and personal standards in all aspects of the institution, subscribing to the Nolan Principles.  A demonstrable commitment to equality and diversity.  An empathy and appreciation of Welsh Culture, language and heritage.  The belief in upholding a strong organisational brand and reputation. | | | A/I  A/I  A/I  A/I  A/I  A/I  A/I  A/I | Essential  Essential  Essential  Essential  Essential  Essential  Essential  Essential |
| 6 | Special Requirements | 6.1 | Able to communicate through the medium of Welsh | | | A/I | Desirable |
| **Key:** | | | **How Identified** | **A** | Application | | |
| **I** | Interview | | |
| **T** | Test | | |
| **C** | Copy of Certificates | | |
| **P** | Presentation | | |