

Job Title: Lecturer

Salary: ALS1 – ALS4:– Unqualified
MG1 – UP1:- Qualified

Reports to: Curriculum Area Manager

JOB DESCRIPTION

Job Purpose

To teach and act as Group Tutor for specific courses, and to manage specified programmes, according to College standards and procedures, qualifications and experience.

Key Responsibilities

- Teach an agreed load of no more than 835 hours annually
- Co-ordinate, participate in and/or manage admissions, pastoral services, curriculum delivery, tracking, learning, progression, added value, quality assurance and review for specific groups, courses and/or programmes on a day to day basis
- Liaise with external links and College staff to ensure all policies and procedures relating to delivery, standards and course development are met.
- Design and implement learning and assessment plans and materials and adhere to Internal Verification systems.
- Implement agreed College policies and standards with regard to internal and external criteria.
- Where appropriate, offer guidance to develop learning and assessment materials and delivery in line with expertise.
- Co-ordinate, monitor, contribute to and review processes related to self-assessment, quality assurance and self critical team evaluation for specified programmes.
- Advise College management on resource needs and quality issues.
- Participate in Personal Professional Development activities.
- Comply with all cross-College Policies and Procedures.
- Any other duties commensurate with position, qualifications and experience.
- All lecturing staff will be required to undertake the **full** PGCE qualification before being eligible to move to the MG scale and progress incrementally through the scale.
- Following commencement of employment at Pembrokeshire College, the normal time-scale for PGCE attainment is **3 years**.
- To work to the highest professional standards in accordance with the Code of Conduct and Ethical Working Policy and to comply fully with the College's commitment to equality and diversity.

General Responsibilities

- To operate within budget constraints, and secure financial control and value for money in all activities.
- To contribute to a culture of continuous improvement.
- To demonstrate behaviours that are consistent with an open, inclusive and participative management style.
- To proactively ensure ongoing competence in the job role by participating in professional development activities
- To comply with all mandatory training requirements including cross-College and those specific to the job role
- To comply with all cross-College Policies and Procedures and take specific responsibility for the College's commitment to diversity, equality of opportunity and for maintaining a safe and healthy working environment.
- To carry out any other duties commensurate with position, qualifications and experience.
- To keep up to date with all relevant specialist information and developments – including legislation – and assess impacts, ensuring appropriate dissemination or implementation.
- To participate in relevant industrial opportunities as identified by the line manager.
- To work to the highest professional standards in accordance with the Staff Code of Conduct and to comply fully with the College's commitment to equality and diversity.
- All College employees are required to safeguard and promote the welfare of children and vulnerable adults.
- To adhere to the College's Data Protection Policy and Electronic Communications guidance including email and internet usage.
- To take reasonable care of your own health and safety, and of the safety of other people in accordance with College policies and procedures.

The College is committed to the promotion of Education for Sustainable Development and Global Citizenship (ESDGC), the Welsh language, Equality and Diversity, Essential Skills, Health, Safety, Safeguarding, Wellbeing and the Environment.

Mae'r Coleg wedi ymrwymo i hyrwyddo Addysg ar gyfer Datblygiad Cynaliadwy a Dinasyddiaeth Fyd-eang (ADCDF), yr iaith Gymraeg, Cydraddoldeb ac Amrywiaeth, Sgiliau Hanfodol, Iechyd, Diogelwch, Diogelu, Lles a'r Amgylchedd.

PERSON SPECIFICATION

Selection Criteria	Essential	Desirable	Method of Assessment
Qualifications & Training	<ul style="list-style-type: none"> Relevant professional qualification at an appropriate level If not held, undertake and achieve a recognised teaching qualification at level 4 or above within 3 years of commencing employment If not held, undertake and achieve an Assessor qualification within an agreed timescale - if required within the post 	<ul style="list-style-type: none"> Hold a teaching qualification at level 4 or above Hold a relevant Assessor qualification 	<ul style="list-style-type: none"> Application Form
Knowledge & Experience	<ul style="list-style-type: none"> Recent relevant industrial or specialist experience 	<ul style="list-style-type: none"> Recent relevant teaching experience 	<ul style="list-style-type: none"> Application Form/ Interview
Skills & Abilities	<ul style="list-style-type: none"> Excellent communication skills (oral and written) and effective interpersonal skills Excellent organisational and administrative skills Able to work accurately towards targets and deadlines. 	<ul style="list-style-type: none"> Ability to meet and greet in welsh for the purpose of providing customer service. 	<ul style="list-style-type: none"> Interview
Personal Attributes	<ul style="list-style-type: none"> Ability to communicate effectively with students from a wide range of abilities Ability to work as a member of a team 		<ul style="list-style-type: none"> Interview
Special Requirements	<ul style="list-style-type: none"> Suitable to work with children and vulnerable adults. 		<ul style="list-style-type: none"> Application Form/ Interview