



New College Durham

JOB DESCRIPTION

Job Title:	Lecturer in Early Years
Grade:	Academic Grade TT01-07
Hours:	37 hours per week (pro-rata)
Location:	Framwellgate Moor Campus
Department:	School of Early Years, Health and Care
Accountable to:	Head of School/Curriculum Manager

Job Purpose

To lead and teach across the courses to develop the next generation of childcare practitioners. You will be responsible for co-ordinating your course team and ensuring that all learners receive a highly effective teaching, learning and assessment experience across the College's childcare provision.

You will be passionate about teaching and learning, and have a keen desire to inspire your learners to become outstanding childcare workers. The successful applicant will be empathetic to the needs of young people and adults and understand the time pressures and pastoral issues they face, whilst being able to rapidly intervene and implement effective strategies to enable all learners to maximise their potential and make positive progress towards timely success.

The post holder will undertake a range of teaching and other duties associated with the role of a Lecturer, including designing schemes of work, individual tutoring, marking, student interviewing and promoting courses at open/school events. In addition to a comprehensive teaching role you will have Study Programme leadership responsibilities in a relevant curriculum area associated with the School.

Key Result Areas

1. The post holder will become a member of course teams responsible for the effective and efficient organisation and delivery of high quality teaching programmes.

2. The post holder will undertake a range of administration duties as well as significant course leadership including related pastoral, providing enrichment activities, and the development of new courses / provision.
3. Participating in the annual evaluation procedures and processes and communicating outcomes to senior colleagues as required.
4. All staff is required to contribute to the curriculum and their self development.

Duties undertaken by the postholder may include being the lead academic for a designated course(s) and/or course tutor to designated courses, these duties will extend to (but are not limited to) responsibility for:

- Identification and assessing Learners' Needs
- Planning and Designing Learning programmes and sessions
- Developing Learning programmes and sessions in line with best-recommended practice.
- Delivering Learning and Teaching programmes/activities
- Assessing the Outcome of Learning and Learners' Achievements
- Monitor, Evaluate and improve quality and effectiveness of own practice and learning/teaching programmes and sessions.
- Ensure the effective recruitment, retention and achievement of students.

Any other duties commensurate with the grade and status of the post.

General Responsibilities

1. To promote the mission, vision and values of New College Durham
2. To ensure effective communications within and between teams, be involved in and participate in meetings, team briefings, development days, etc.
3. To engage with line manager in regular appraisals and performance reviews against agreed objectives.
4. To be responsible for actively identifying own development needs
5. Staff must take reasonable care, and be aware of their responsibilities under the Health and Safety at Work etc. Act (1974) and to ensure that agreed safety procedures are carried out to maintain a safe environment for staff and visitors to the College.
6. Work to promote and apply the College's Safeguarding and Child Protection policy and practices.

Variation in the Role

Given the dynamic nature of the role and structure of New College Durham, it must be accepted that, as the College's work develops and changes, there will be a need for adjustments to the role and responsibilities of the post. The duties specified above are, therefore, not to be regarded as either exclusive or exhaustive. They may change from time to time commensurate with the grading level of the post and following consultation with the member of staff.

Equality and Diversity

The College is committed to equality and diversity for all members of society. The college will take action to discharge this responsibility but many of the actions will rely on individual staff members at New College Durham embracing their responsibilities with such a commitment and ensuring a positive and collaborative approach to Equality and Diversity. This will require staff to support the College's initiatives on Equality and Diversity which will include embracing development and training designed to enhance practices and the experiences of staff, students and visitors to the College with an all inclusive approach that celebrates differences. Failure to embrace these commitments may lead to formal action.

If you as a member of staff identify how you or the College can improve its practice on Equality and Diversity please contact the Equality and Diversity Officer in Human Resources 0191 375 4025. Alternatively if you wish for any support or assistance with regards to Equality and Diversity please again contact the above individual.

Commitment to Safeguarding Vulnerable Groups

New College Durham is committed to safeguarding & promoting the welfare of children and young people, as well as vulnerable adults, and expects all staff and volunteers to share this commitment.

Assessed by key:

1. Application form
2. Interview
3. On the job
4. Skills test

In order to progress through the recruitment process you must be able to show how you meet each of the criteria at ALL of the “assessed by” stages stated.

PERSON SPECIFICATION

Job Title: Lecturer in Early Years

Knowledge & Experience	Assessed by	Essential	Desirable*
English and Maths at Level 2 (GCSE / O Level, Grade C or above) or equivalent	1	✓	
Level 6 Graduate qualification such as BA (Hons) Early Childhood Studies, or equivalent	1	✓	
Post-graduate qualification in an Post 16 Education related subject	1		✓
Teaching qualification at FENTO Level 3 (eg CertEd or equivalent)	1		✓
A clear understanding of childcare and supporting, teaching and learning courses within the Further Education sector which includes planning, delivering and assessing a range of programmes in line with College requirements and awarding body regulations	1/2	✓	
The ability to implement a range of teaching and learning strategies that provide learner success and confidence building	1/2/3	✓	
Experience and evidence of improving learner and course timely success rates	1/2	✓	
Evidence of specialist subject knowledge in key areas relevant to childcare	1/2	✓	
Commitment to continuing professional development (which can be evidenced and monitored)	1/3		✓
Demonstrate competence in the delivery of Early Years programmes within and FE / HE environment	1/2	✓	

Skills		Essential	Desirable
Demonstrate skills and experience in problem solving and a flexible and adaptable approach	1/2/3	✓	
Strong communication skills, both written and oral	1/2/3	✓	
Proven track record of successful teaching and assessment.	1/2/3	✓	
Ability to work collaboratively within the team and the wider working environment.	1/2	✓	
Excellent administration and organisational skills	3	✓	
Demonstrate personal and professional integrity.	2/3	✓	
Ability to work in a timely and effective manner to meet tight deadlines	2/3	✓	
Willing and able to develop curriculum, teaching and learning materials in subject specialisms as part of continuous development	2/3	✓	
Suitable to work with young people and vulnerable adults	3	✓	

For the post holder to be successful in the role, all criteria within the person specification are essential, however for the purpose of recruitment some are listed as desirable as we may expect to see this skill, experience or qualification develop or be obtained once in the role.

Academic Staff who are new to teaching and who do not have a recognised teaching qualification, will be required to undertake the College's six month programme "Teaching, Learning and Assessment Toolkit" to gain knowledge on the practicalities of the skills to plan, deliver, assess and review teaching and assessment. This should be completed within the probationary period.

This job description may be reviewed in light of experience, changes and developments during the on-going appraisal and performance review process.

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