Northumberland County Council

**JOB DESCRIPTION**

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| **Post Title:** Lecturer | | **Director/Service/Sector** Northumberland Adult Learning Service | | **Office Use** |
| **Grade:** 6 | | **Workplace:** Learning Centre | | JE ref: 2903  HRMS ref: |
| **Responsible to:**  Curriculum Leader/Locality Manager | | **Date:**  7 April 2014 | **Manager Level:** |
| **Job Purpose:** To participate in the planning and development of programmes and to carry out teaching and learning activities | | | | |
| **Resources** | Staff |  | | |
| Finance | |  | | |
| Physical | |  | | |
| Clients | | Learners | | |
| **Duties and key result areas:**  1 To contribute to learner recruitment and selection including enrolment and the preparation of course descriptions  2 To contribute to the development and implementation of courses  3 To prepare schemes of work, lesson plans and associated materials taking into account the needs of individual learners  4 To deliver teaching and learning carrying out associated preparation and assessment processes  5 To implement assessment procedures, preparing for internal and external moderation and verification with attendance at moderation and verification meetings  6 To provide support to learners to achieve their learning goals  7 To act as a personal tutor, as appropriate for individuals or groups of learners  8 To maintain records including learner records, caseload reviews, group profiles and those associated with attendance, withdrawals and learner reviews  9 To attend team meetings and other appropriate meetings as required  10 To contribute to the self assessment process including the consideration of success rates and associated business improvement plan  11 To ensure the maintenance of safe working practices and environments for all staff and learners in accordance with the policies of Northumberland County Council and relevant legislation.  12 To be committed to safeguarding and promoting the welfare of children, young people and vulnerable adults  13 To be committed to equal opportunities and to comply with the County Council’s diversity and equality policies.  14 To be committed to professional self development making full use of training and development opportunities identified through appraisal.  The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis. | | | | |
| **Work Arrangements** | | | | |
| Transport requirements:  Working patterns:  Working conditions: | | The post may involve travel between centres  The post may involve evening working  Classroom, workshop, on employers premises or in the community | | |

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**PERSON SPECIFICATION**

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| **Post Title:**  Lecturer | **Director/Service/Sector:** Northumberland Adult Learning Service | Ref: 2903 | |
| **Essential** | **Desirable** | | **Assess**  **by** |
| **Knowledge and Qualifications** | | | |
| * Relevant graduate, professional or vocational qualifications * DTLLS, PCET, Cert Ed or equivalent teacher training qualification * Relevant and up-to-date knowledge of subject area | * English, Maths and IT qualifications   Functional English or Maths Lecturer   * Subject Specialist Teacher Qualification in English or Maths | | A, I |
| **Experience** | | | |
| * Significant teaching experience with post 16 and 19+ learners * Experience of working within a team | * Teaching experience in an Further Education or Work Based Learning Environment * Experience of using learning technologies | | A, R, I |
| **Skills and competencies** | | | |
| * Good or outstanding teacher who is willing to share good practice * Able to identify and address the differing needs of a wide range of learners * Able to use a range of teaching materials and resources * Good ICT, administrative and organisational skills | * Ability to respond to change and initiate new ideas | | A, R, I, P |
| **Physical, mental and emotional demands** | | | |
| * Able to work to tight deadlines * Able to work in a challenging and changing environment * Able to move, erect and dismantle training equipment and resources |  | | I |
| **Other** | | | |
| * Able to meet the transport requirements of the post * Able to obtain a satisfactory DBS clearance * Committed to equal opportunities and diversity within the learning environment * Committed to health and safety | * Full UK driving licence and access to a vehicle for business purposes | | I |

Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits