



## Mission Statement

'Driving Ambition, Inspiring Success'

### Job Description

Job Title No -

Post Holder	
Job Title	Lecturer – Computing – Hourly Paid
Responsible to	

### Key Strategic Objectives

- To actively contribute to the College's Strategic Plan and in particular the ambition to become an outstanding provider of education and training.
- To hold and actively demonstrate the College's Core Values in all that you do.
  - Aim High...
  - Work Hard...
  - Take Responsibility...
  - Do What's Right...
  - Respect Others...
  - Challenge Yourself....
  - Take Pride.....
- To commit to the College's Safeguarding Policy and promote a safe environment for children, young people and vulnerable adults within the College.

## **Specifically Responsibilities will be as follows**

### **Teaching, Learning & Assessment**

1. Plan a program of study that meets the individual needs, interests and abilities of all students.
2. Create a classroom environment that is conducive to learning and is developmentally appropriate to the maturity and interests of all students.
3. Employ a variety of teaching techniques and resources consistent with best practices, specific content knowledge, the physical limitations of the space provided, and the needs and capabilities of the individuals or student groups involved.
4. Plan and deliver a suitable Assessment Programme ensuring marked work meets Middlesbrough College Gold Standards.
5. Implement Middlesbrough College's Core Values through the Gold Standard of Teaching and Learning.
6. Utilise diagnostic assessment tools to identify learning strengths and needs of every student, on a regular basis, for the purpose of intervention and/or acceleration toward academic achievement.
7. Participate in Interval Verification requirements including the preparation for Awarding Body visits.
8. Take necessary and reasonable precautions to assure safety in the classroom and the College for all students.
9. Maintain accurate, complete, and correct records as required by Middlesbrough College and any statutory regulators including but not limited to Awarding Bodies, Funding Bodies and / or Government Departments.
10. Implement all College policies and procedures governing student life and conduct.
11. Make provision for being available to students and / or to their parents for education-related purposes outside of the teaching day when required or requested to do so under reasonable terms.
12. Maintain and improve professional relationships with colleagues.
13. Actively participate in all professional development opportunities including relevant industrial updating.

### **Professional Conduct**

14. Demonstrate commitment to the Professional Standards for Teachers and Trainers in Education 2014.
15. Start classes on time.
16. Give good notice of any absence.
17. Keep up to date with development in the subject area.
18. Keep accurate and up-to-date registers.
19. Be involved in any inspection of the College e.g. Ofsted.
20. Be involved in the College's Quality Assurance arrangements e.g. induction, lesson observations, performance reviews and gathering / analysing feedback from students with a view to implementing continual improvement to courses on an on-going basis.
21. Adhere to the general standards of conduct embodied in various College policies and procedures.

### **Team Contribution**

22. To attend and contribute to course team meetings, section meetings, tutor and area team meetings where applicable.
23. To work closely with colleagues in developing and improving the current curriculum offer for programmes you teach on.
24. To partake in marketing and recruitment activities including open evenings, school tasters and visits, student profiling for publications, interview, induction, awards evenings, results day and enrolment etc.

### **Other Duties**

25. To actively prepare all students for employment.
26. To support and promote equality and diversity to ensure quality of opportunity for all students, visitors and staff and the elimination of discriminatory practices.
27. To maintain and promote a healthy and safe environment to ensure students, visitors and staff are safe from harm.
28. To support and promote the safeguarding of all students, visitors and staff.

### **Flexibility**

29. The postholder may be required to undertake such other duties as may be reasonable required and in addition to the main tasks identified above, this may include course co-ordination.
30. Within the limitation set out in the contract of employment, working hours are flexible and can be subject to variation depending upon curriculum needs.
31. This Job Description is current at the date shown below and in consultation with you and your Trade Union Representative (if applicable), it is liable to variation to reflect or anticipate changes in, or to, the College environment.

**Signed** \_\_\_\_\_ **Date** \_\_\_\_\_

<b>Person Specification</b>
-----------------------------

### **Essential & Desirable Attributes**

The College is ideally looking for candidates who have most if not all of the required essential attributes below but may also have a one or more of the desirable attributes to complement their skill set.

Category	Ref	Criteria Description
<b>1. Skills and Qualities</b>		
Essential	1.1	Good oral and written communication skills with a capacity to deal effectively with staff, students, parents, employers and others.
	1.2	To have good time management and organisational skills.
	1.3	Evidence of disseminating own good practice effectively.
	1.4	Ability to deal promptly and effectively with inappropriate behaviour in the classroom.
	1.5	Able to prepare written and visual teaching materials including the effective use of Information Learning Technology e.g. Virtual Learning Environment, PowerPoint supported by key software.
	1.6	Suitable level of proficiency in ICT and understanding of its application to Teaching, Learning and Assessment.
Desirable	1.7	A creative and imaginative approach to student centred teaching.

Category	Ref	Criteria Description
<b>2. Qualifications and Training</b>		
Essential	2.1	To hold a relevant Computing qualification at Degree level.
	2.2	To be a qualified Teacher or must be prepared to commence an appropriate teaching qualification on appointment to the post.
	2.3	Personal commitment to keeping your professional knowledge up to date and improving your capabilities.
	2.4	Grade C or above in Maths and English (or equivalent) or willing to work towards it.
Desirable	2.5	Personal commitment to keeping your professional knowledge up to date and improving your capabilities.
	2.6	To be willing to work towards Middlesbrough College's Advanced Practitioner Programme.

Category	Ref	Criteria Description
<b>3. Attitude / Disposition</b>		
Essential	3.1	To be able to demonstrate behaviours consistent with the College's Core Values.
	3.2	To commit to the safeguarding and promotion of the welfare of children, young people and vulnerable adults within the College.
	3.3	An ability to work well as a member of a team to provide quality education to all students.
	3.4	Ability to relate effectively and sensitively to students and staff from a variety of backgrounds and cultures.
Desirable	3.5	To have a commitment to delivering outstanding Teaching and Learning.

Category	Ref	Criteria Description
<b>4. Knowledge &amp; Experience</b>		
Essential	4.1	Current knowledge and / or experience of one or more fields of IT Technical support, Troubleshooting and networking technologies, computer programming using procedural, event driven or object orientated languages such as java, c++ or c#. Current knowledge and / or experience of web development using relevant industry standard technologies such as HTML, CSS, Javascript, PHP or MySQL.
	4.2	Knowledge of career opportunities for 16 - 18 and 19+ students in the computing industry.
Desirable	4.3	Relevant experience in a teaching position in Further Education or Secondary Education or within a professional environment.
	4.4	Experience or knowledge to develop mobile device applications on the Android platform using java, android development kit making use of an appropriate IDE such as Net Beans, Eclipse or Android Studio.
	4.5	Knowledge of delivering various awarding body frameworks such as BTEC/Pearson.

<b>Contract Arrangements</b>
------------------------------

Hourly Paid Staff will be engaged under a Contract of Employment determined by Middlesbrough College, supported by Contract Guidelines. Within your contract, the following salient features will apply:

- |    |                  |   |
|----|------------------|---|
| 1. | Contract type    | Hourly Paid.  |
| 2. | Working week     | There are no normal hours of work. This is a flexible contract designed to respond to fluctuations for tutoring and related duties.   |
| 3. | Holiday          | The hourly rate of pay detailed below includes an allowance equal to 12.00% in respect of statutory holiday entitlement under the Working Time Regulations 1998 Holiday Pay is normally paid in August every year unless otherwise requested by the employee. |
| 4. | Period of Notice | One week.   |
| 5. | Salary Scales    | Paid monthly in arrears on a claim basis. Salaries are paid one month in arrears on the last working day of each month by credit transfer to the employee's bank or building society account.   |

## Lecturer Role Types and Salary Scales

<b>Lecturer - Type A</b>
<b>£12.43 per hour (inc £2.53 holiday pay)</b>
<p>Meetings</p> <p>Facilitator</p> <p>Advice &amp; Guidance</p> <p>Open evenings</p> <p>Enrolments</p> <p>Parents evening</p> <p>Interview applications</p>
<b>Lecturer - Type B</b>
<b>£15.97 per hour (inc £3.25 holiday pay)</b>
<p><u>Limited teaching e.g.</u></p> <p>Cover for sick</p> <p>Cover for Leave Of Absence</p> <p>Cover for Staff Development</p> <p>Education visits</p> <p>Induction</p> <p>Internal Verification</p> <p>Practical Additional Learning Support</p>



<b>Lecturer - Type C</b> <b>(standard teaching role)</b>
<b>£23.97** per hour</b> <b>(inc £4.86 holiday pay)</b>
Includes 30 minutes prep per hour
<u>Standard teaching role e.g.</u> Deliver whole module Deliver specialism Deliver FE Develop HE Cover maternity Cover long term sick Tutorials Short course Key skills Specific course development Classroom Additional Learning Support

<b>Lecturer - Type D</b>
<b>£27.90** per hour</b> <b>(inc £5.67 holiday pay)</b>
Includes 30 minutes prep per hour
Higher Education teaching role

\*\* Attendance at 3 Course Team meetings per term expected within this hourly rate.

- |                        |   |
|------------------------|---|
| 6. Pension             | Employees are eligible to join the Teachers' Pension Scheme and the employee's Pension Contribution Rate varies between 6.4% to 12.4% depending on salary. Further information will be provided on appointment to the post. |
| 7. Sickness            | The Corporation's Sickness Policy will apply and further information is available from the Human Resources Department on request.   |
| 8. Probationary Period | 12 months.  |

**Please note that all appointments are subject to a satisfactory Enhanced Disclosure and Barring Service check and receipt of two satisfactory references.**