Job Description

(This is a description of the job as it is as present constituted. It may be necessary, from time to time, to update job descriptions to ensure that they relate to the job as then being performed. Therefore, management reserve the right to make changes to your job description, commensurate with your grade/level in the organisation, after consultation with you).

Post Title	**Lecturer 2 (Science and Vocational Studies)**
Post Reference:	**6006**
Reports to	**HSFC Curriculum Manager**
Department	**Hartlepool Sixth Form College**
Grade	**026 - 035 (026 unqualified)**
Contract	**Permanent, Full Time**
Location	**Hartlepool Sixth Form College**

ROLE PURPOSE

- **Delivery of curriculum.**
- **Assessment of student learning.**
- **Provision of support for student learning.**
- **Maintenance of appropriate records and documentation.**
- **Maintenance of appropriate continuing professional development and general aspects of role.**
- **Development of curriculum.**
- **Evaluation of curriculum.**

KEY ACCOUNTABILITIES

Delivery of curriculum

1.1. Prepare session plans and resources to contribute to an identified scheme of work.
1.2. Deliver differentiated teaching, learning and assessment strategies to meet learner needs.
1.3. Make effective use of independent learning technology (ILT) to enhance student learning in and out of the classroom.
1.4. Deliver academic support for students as required.

Assessment of student learning

2.1 Prepare and assess students for a range of assessments.
2.2 Carry out marking and assessment to provide feedback to students to enable improvement.
2.3 Maintain assessment records.
2.4 Participate in standardisation and quality assurance of assessment.
2.5 Prepare and make available specified assessment plans.
2.6 Prepare and make available specified summative/significant assessments to meet awarding organisation standards and learner needs.
2.7 Conduct and lead internal quality assurance of assessment in line with the College`s internal quality assurance of assessment handbook and procedures and awarding organisation guidelines.
2.8 Register students with awarding organisation in accordance with internal and external guidelines.

Provision of support for student learning

3.1 Provide academic and additional learning support.
3.2 Support students in their learning and personal development.
3.3 Liaise with curriculum delivery and support staff to support student learning.
3.4 Monitor student attendance, behaviour and progress and take appropriate action.
3.5 Liaise with parents/employers as required.

Maintenance of appropriate records and documentation

4.1 Maintain appropriate records and reports.
4.2 Participate in the College`s quality assurance and quality improvement processes.
4.3 Maintain Course File records for use within team

Maintenance of appropriate continuing professional development and general aspects of role

5.1 Maintain appropriate continuing professional development.
5.2 Participate in recruitment and marketing events, and parents` evenings.
5.3 To have due regard and take appropriate responsibility for PREVENT and the safeguarding and promotion of the welfare of children and/or vulnerable adults.
5.4 To uphold British Values, the college values and responsibilities with regard to equality and diversity.
5.5 To understand and adhere to college Health and Safety policies and guidelines ensuring compliance with statutory legislation.
5.6 Undertake such other duties as are reasonably allocated either permanently or from time to time.
5.7 Work at any of the College sites on a temporary or indefinite basis.
5.8 Maintain appropriate professional behaviours and attitudes.
5.9 Develop and share new and best practices in teaching, learning, assessment and other aspects with colleagues.
5.10 Interview prospective students.
5.11 Support newly qualified teachers.

Development of Curriculum

6.1 Develop and share subject pedagogy within team to maintain currency and accuracy
6.2 Prepare and make available specified course planning documentation and own resources.
6.3 Contribute to timetabling arrangements

Evaluation of Curriculum

7.1 Review course content and resources to maintain currency and accuracy with qualification requirements and client needs.
7.2 Review and evaluate course performance and contribute to improvements.

Person Specification

Post Title: HSFC Lecturer 2 (Science and Vocational Studies) Post Ref: 6006

CRITERIA	ESSENTIAL REQUIREMENT	DESIRABLE REQUIREMENT
Skills/Knowledge/Aptitude		
Demonstrate the ability to teach L2 and L3 Applied Science.	✓	
Good understanding of teaching and learning strategies	✓	
Excellent interpersonal skills	✓	
Demonstrate successful achievement within teaching	✓	
Teaching incorporating ILT	✓	
IT Skills	✓	
Ability to lead and contribute to IV	✓	
Qualifications and Training		
Appropriate degree or equivalent/relevant vocational qualification	✓	
Teacher qualification or commitment to work towards	✓	
Assessor Awards or commitment to work towards	✓	
Level 2 English and maths qualification	✓	
Up to date Continuous Professional Development	✓	
Experience		
Evidence of collecting and acting upon data analysis	✓	
Successful experience of delivering high quality provision	✓	
Evidence of curriculum development	✓	
Breadth of curriculum experience and knowledge with the proven ability to produce high quality curriculum planning	✓	
Appropriate academic/vocational experiences	✓	
Experience of the quality assurance process, and liaising with awarding bodies	✓	

Disposition		
Proven ability to interact effectively with all members of the college community (Parents, employers, staff, learners and stakeholders)	✓	
To have due regard and take appropriate responsibility for PREVENT and the safeguarding and promotion of the welfare of children and/or vulnerable adults.	✓	
To uphold British Values, the college values and responsibilities with regard to equality and diversity.	✓	
To understand and adhere to college Health and Safety policies and guidelines ensuring compliance with statutory legislation.	✓	
Good/Outstanding Teaching Observation Grade(s) with dates over the last three years	✓	
Demonstrable evidence of successful External or Internal Inspection outcomes	✓	