



## 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	<b>Lecturer 1 (Health and Social Care with Childhood Studies)</b>
Post Reference:	<b>6007</b>
Reports to	<b>HSFC Curriculum Manager</b>
Department	<b>Hartlepool Sixth Form College</b>
Grade	<b>021-025 (021- 022 unqualified)</b>
Contract	<b>Permanent, Full Time</b>
Location	<b>Hartlepool Sixth Form College</b>

**Scope of Role:** A Lecturer 1 (Curriculum) will work as a professional member of the course team and deliver curriculum in conjunction with a lecturer operating as the unit lead. You may also typically deliver in workshops, realistic or commercial work environments, or other practical settings. You will not be asked to deliver Higher Education programmes, or participate in the internal verification of assessments.

## 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.**

## KEY ACCOUNTABILITIES

### **Delivery of curriculum**

- 1.1. Prepare session plans and use shared resources to deliver to an identified scheme of work for own classes.
- 1.2. Deliver differentiated teaching, learning and assessment strategies to meet your learner needs.
- 1.3. Make effective use of independent learning technology (ILT) to enhance your own students learning in and out of the classroom.

### **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 for own classes.
- 2.4 Participate in standardisation.

### **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 inform appropriate staff using Promonitor.

**Maintenance of appropriate records and documentation**

- 4.1 Maintain appropriate records and reports for own classes.
- 4.2 Participate in the College's quality assurance and quality improvement processes.

**Maintenance of appropriate continuing professional development and general aspects of role**

- 1.1 Maintain appropriate continuing professional development.
- 1.2 Participate in recruitment and marketing events, and parents' evenings.
- 1.3 To have due regard and take appropriate responsibility for PREVENT and the safeguarding and promotion of the welfare of children and/or vulnerable adults.
- 1.4 To uphold British Values, the college values and responsibilities with regard to equality and diversity.
- 1.5 To understand and adhere to college Health and Safety policies and guidelines ensuring compliance with statutory legislation.
- 1.6 Undertake such other duties as are reasonably allocated either permanently or from time to time.
- 1.7 Work at any of the College sites on a temporary or indefinite basis.
- 1.8 Maintain appropriate professional behaviours and attitudes.



## Person Specification

Post Title: HSFC Lecturer 1 (Health and Social Care with Childhood Studies) Post Ref: 6007

CRITERIA	ESSENTIAL REQUIREMENT	DESIRABLE REQUIREMENT
<b>Skills/knowledge/aptitudes</b> Demonstrate the ability to teach within the full range of L2 and L3 Health & Social Care areas including Childhood Studies Demonstrate the ability to teach Access to HE and higher education programmes Demonstrate the ability to deliver and assess First Aid courses Good understanding of teaching and learning strategies Excellent interpersonal skills Demonstrate successful achievement within teaching Demonstrate understanding of the need to share good practice Teaching incorporating ILT  IT Skills Demonstrate time management skills	✓  ✓  ✓ ✓ ✓ ✓  ✓ ✓	✓
<b>Qualifications and Training</b> Appropriate degree or equivalent/relevant vocational qualification Teacher qualification or commitment to work towards Up to date Continuous Professional Development Level 2 Maths and English qualification	✓ ✓ ✓ ✓	
<b>Experience</b> Relevant curriculum experience up to Level 3 Successful experience of delivering high quality provision Experience of vocational assessment & monitoring learner progress  Evidence of supporting curriculum development Breadth of curriculum experience and knowledge with the proven ability to produce high quality lesson planning and delivery Understanding of IQA processes	✓ ✓ ✓  ✓ ✓	✓

<p><b>Disposition</b></p> <p>Proven ability to develop and maintain highly effective professional relationships</p> <p>Proven ability to interact effectively with all members of the college community</p> <p>To have due regard and take appropriate responsibility for PREVENT and the safeguarding and promotion of the welfare of children and/or vulnerable adults.</p> <p>To uphold British Values, the college values and responsibilities with regard to equality and diversity.</p> <p>To understand and adhere to college Health and Safety policies and guidelines ensuring compliance with statutory legislation</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	
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