

Northumberland County Council

JOB DESCRIPTION

Post Title: Senior Lecturer	Director/Service/Sector Education and Skills	Office Use
Band: 7	Workplace: Any Learning and Skills as agreed by the Head of Service	
Responsible to: Education Lead or Curriculum and Skills Manager	Date: 25 May 2009, revised 03/06/2019	Manager Level:
Job Purpose: To lead and develop a subject(s) area, working with a range of permanent and sessional lecturers and support staff.		
Resources Staff	<p>Finance</p> <p>Physical</p> <p>Clients</p>	<p>The post holder is responsible for the management of a centre and its resources and equipment, the site and team administrator and apprentices at the centre and leading the subject area OR The post holder is responsible for the direct line management of permanent and sessional lecturers and leading the subject area.</p> <p>The post holder contributes to the business plan for the area and the management of the associated sales and financial targets, whether as a centre or as a subject area.</p> <p>The post holder is responsible for the teaching of groups of learners as part of the timetable. Carrying out of observations of teaching with staff and feeding back on quality improvement matters</p>
Duties and key result areas:		
<ol style="list-style-type: none"> 1. Liaise with managers to ensure knowledge is current on funding, priorities and sectoral needs, and that the appropriate syllabus and standards are used in devising and agreeing the curriculum plan. Make appropriate curriculum propositions to the Education Lead / Curriculum and Skills Manager in order to secure appropriate levels of resources and delivery of the plan. Revise the plans as directed to ensure priorities are met. 2. Ensure the delivery is well timetabled and resourced whilst being cost effective. Ensure delivery maintains a good balance and mix of provision with proper progression and developmental opportunities for learners. Make all the necessary arrangements for the resourcing of the curriculum plan including but not limited to timetabling of staff, facilities, equipment and learning resources. Provide timely information on the curriculum to ensure marketing and back office operations are carried out within deadlines. 3. Proactively identify opportunities and undertake development work on the curriculum or site to secure new enrolments. 4. To develop appropriate materials including course and progression information to support information, advice, guidance and marketing work in the service, meeting corporate communication standards. 5. Ensure appropriate strategies are in place for effective induction, initial assessment, entrance testing, target setting, recording of learning and developmental feedback are in place for the curriculum / programme area. 6. Ensure appropriate arrangements are in place for English and maths delivery for those who require it. 7. Ensure pastoral support arrangements are in place that are consistent with the needs of the learner population in the area. 		

8. To ensure additional learning support arrangements and recording is in place for learners with SEN. Refer to the Education Lead for Learning Support for more complex support as appropriate.
9. To systematically carry out quality activities in the curriculum / programme area to achieve excellence. Carry out lesson observations, termly standardisation meetings, moderation, walk through visits, one to ones, caseload monitoring, auditing of course and learner records, reviews and appraisals, and taking rapid remedial action as appropriate.
10. Promote the development of innovation in teaching, learning and assessment in the curriculum / programme and site. To lead on the identification and sharing of good practice in teaching and learning in the curriculum / programme area.
11. To systematically carry out analysis of learner progress and performance and personal development, behaviour and welfare in the curriculum / programme area to achieve the best outcome for learners. Carry out regular checks on learner progress, learner's work, attendance, retention, achievement, success, impact and progression, taking rapid remedial action as appropriate. Take prompt action on learners at risk of early leaving, non-achievement or late completion.
12. To provide induction, training, coaching and support for staff and share best practice with the team and wider colleagues. To refer persistent performance matters promptly to the Quality and Organisational Development Lead as required.
13. To teach, assess, internally verify, coach or provide pastoral support to a caseload of learners on a relevant subject for approximately 725 hours per service year
14. To organise all internal verification for the curriculum / programme area ensuring that an active role is taken in the assessment, verification and external accreditation plan for the area. Co-ordinate and attend external awarding body visits, receive and act on action plans. Liaise with the Examinations and Internal Verification Co-ordinator (Head of Exams Centre) on maintaining accurate records of internal and external verification and invigilation arrangements.
15. To either lead the management of a centre for the effective delivery of the curriculum plan, or manage a group of teaching staff including appraisal, review, cover arrangements, welfare and support and absence management, referring any discipline of staff to a manager.
16. To support the self-assessment and Business Improvement Plan for the area.
17. To take part in a daytime and evening rota of site, first aid and fire warden cover as required by the manager.
18. In order to maintain a professional atmosphere, a smart dress code is required and you must wear a name badge at all times
19. 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.
20. To be committed to equal opportunities and to comply with the County Council's diversity and equality policies. To be committed to safeguarding learners and follow policies, practices and procedures in relation to protecting children and adults.
21. To be committed to professional self-development making full use of training and development opportunities identified through appraisal. To ensure job knowledge is updated by participating in educational opportunities, reading publications, attending team meetings and participate in and maintain professional networks.

22. There will be a requirement for unsupervised contact with children / young people in this post whether through teaching, advice and guidance, general or technical support.

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:	The work involves visiting adult learning centres throughout Northumberland on a regular basis
Working patterns:	
Working conditions:	

**Northumberland County Council
PERSON SPECIFICATION**

Post Title: Senior Lecturer	Director/Service/Sector: Northumberland Adult Learning Service	Ref: 992
Essential	Desirable	Assess by
Knowledge and Qualifications		
<ul style="list-style-type: none"> • Minimum level 4 qualification in appropriate subject area • Teaching Qualification at Level 5 or IfL approved (e.g. PGCE, Cert Ed, B'Ed) or commitment to obtain within two years • Current assessor award – D32/D33 or A1 • Current internal verifier award – D34 or V1 • Excellent knowledge of teaching and learning • Good knowledge of common inspection framework • Good knowledge of the operational, procedural and practical issues relating to the service 	<ul style="list-style-type: none"> • Degree or equivalent vocational qualification 	A, I
Experience		
<ul style="list-style-type: none"> • Able to lead and motivate staff • Excellent teacher who is willing to share good practice • Able to demonstrate innovative approaches to teaching and learning and uses a wide range of teaching and learning strategies • Able to use e learning in teaching • Ability to independently manage own workload • Ability to work as a team member • First line management or team leading experience and involvement in applying relevant methods, tools and techniques • Experience of dealing effectively with others 	<ul style="list-style-type: none"> • Experience of inspections and audits • Experience of setting targets and monitoring performance 	A, R, I, P

<ul style="list-style-type: none"> • Some experience of supporting staff to improve • Experience of assessment and internal verification • Experience of conducting staff appraisals 		
Skills and competencies		
<ul style="list-style-type: none"> • Outstanding teaching practitioner • Able to coach and mentor staff to improve • Excellent interpersonal and communication skills • Ability to work to deadlines and exact standards with a strong focus on completing and finishing • Ability to work accurately and effectively under pressure • Ability to work on own initiative to overcome day to day operational problems • Help create a positive work culture in which diverse, individual contributions and perspectives are valued 	<ul style="list-style-type: none"> • High level of planning and organisational skills 	A, R, I, P
Physical, mental and emotional demands		
<ul style="list-style-type: none"> • Able to cope with the mental and emotional demands of teaching • Able to move, erect and dismantle training equipment and resources • Periodically dealing with customers or staff who may be angry or difficult to manage • Ability to remain calm and logical in stressful and difficult situations 	Ability to deliver challenging performance information and direct staff to improvement	I
Other		
<ul style="list-style-type: none"> • Committed to Equal opportunities • Committed to Health and Safety • Independently meet the travel requirements of the post 		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