

### Job Description

|                     |                                                                                                                      |
|---------------------|----------------------------------------------------------------------------------------------------------------------|
| <b>Job Title:</b>   | <b>Lecturer</b>                                                                                                      |
| <b>Reports to:</b>  | <b>Curriculum Manager</b>                                                                                            |
| <b>Salary</b>       | <b>Points 25 – 35 (Capped at 31 For unqualified Lecturers)<br/>£25,643 - £34,433 (pro rata for fractional hours)</b> |
| <b>Hours</b>        | <b>Full Time or Fractional</b>                                                                                       |
| <b>Annual Leave</b> | <b>40 days plus bank holidays (pro rata for fractional hours)</b>                                                    |

### MAIN PURPOSE & SCOPE

#### Responsibilities:

- To undertake responsibilities for assisting in the course management of a designated course, being responsible for the application of awarding/validating body regulations and procedures and upholding academic standards.
- To be responsible for managing all aspects of the student journey, including student recruitment, tutorial and pastoral support, course induction, curriculum planning, teaching, learning and assessment, feedback to students, monitoring of student progress, management of student records, student achievement, and all associated course and quality related administration.
- To deliver an exceptional student experience through the delivery of outstanding teaching, learning and assessment leading to positive achievement outcomes and progression on to higher levels of study, employment, or apprenticeships.
- To be a personal course Tutor, providing 1:1 and group tutorial support and pastoral support, setting and regularly reviewing with students personal and academic SMART targets and guiding and advising students on appropriate progression routes.
- To undertake regular assessment (formative and summative) of student work against learning outcomes, providing students with timely constructive, 'feed forward' feedback and in line with college and validating/ awarding body regulations.
- To be responsible for the tracking and monitoring of student progress, including the writing of student progress reports for parents and reference writing for UCAS etc.
- To undertake student recruitment, and to contribute to recruitment, promotion, and marketing events such as open evening/ day, UCAS fairs, school's liaison activity to achieve student recruitment targets.
- To set expectations and manage student conduct in line with college requirements and the student behaviour management policy.
- To contribute to the College's quality assurance processes, procedures and processes and ongoing improvement of standards and achievements.

## **Planning, preparing, and developing curriculum and teaching and learning content and approaches**

- Carry out teaching, learning and assessment responsibilities within the curriculum area on courses/programmes as required
- To produce high quality 'planning for learning' materials such as schemes of work, topic/module lists, assignment briefs, lesson plans, learning resources, individual learning plans, etc. that meets learning outcomes and current validating and awarding body specifications and requirements.
- To work collaboratively with other relevant colleagues in the planning, preparation, and development of all aspects of the curriculum, content and resources ensuring that it is differentiated to meet the needs of different individuals and groups of students and actively promotes Equality and Diversity and safe working practices.
- To prepare curriculum content and learning materials that supports study skills, and where appropriate, contextualises and /or 'signposts' English and maths skills and prepares students for external assessment where required.
- To develop appropriate student-centred teaching and learning methods/ strategies and approaches that meet the characteristics and needs of the student cohort to maximise access to and participation in learning activities.
- To devise appropriate and current student course handbooks / training manual materials, reading and resources lists, kit lists, pre-course assignments (as appropriate).
- To actively use digital technologies in teaching, learning and assessment.
- To be responsible for producing and regularly updating centralised assessment and IV schedules and assessment tracking documents to record student progress.

## **Participating in and contributing to the college's Quality assurance processes and procedures**

- To participate in the College's quality assurance processes, procedures, and systems and ongoing improvement of academic standards.
- To participate in Internal verification (IV) and standardisation events as required. This may include double, blind and second marking.
- To ensure adherence to awarding/validating body requirements in the preparation of EE /Moderator visits.
- To fully participate in all aspects of the review and evaluation of course/s and modules for which she/he is responsible, identifying areas for improvement. This will

include undertaking CREs (Course Review and Evaluation), AHRs (Academic Health Reports), module reviews and putting in place QIPs (Quality Improvement Plans).

- To ensure that all KPIs (key performance indicators) and improvement targets as agreed and set by the College are met re retention, attendance, achievement, high grades etc.
- To contribute to the Curriculum area's annual SAR (Self -assessment report), as required.
- To participate fully in learning walks, teaching, and learning observations, inspections, and visits from professional and awarding bodies etc, and to provide information as required in the required format and within the set time scale.
- To fully participate in the gathering and analysis of student feedback, including surveys, focus groups, student course boards, which leads to improvements to the student experience.
- To follow all processes relating to qualifications and examinations, including registration and submissions to validating/awarding bodies, liaison with the College Exams Officer, and External Examiners/Moderators in accordance with College and awarding/validating body processes and procedures.
- To attend Boards of Study, Academic Boards, Course Examination Boards, or others as required by the Curriculum Manger/ Head of Department.
- To complete all mandatory CPD in line with college timelines.

### **Course Management and Administration**

- To keep accurate and effective systems of administration which support the student and College needs, including management and maintenance of student ILPs, assessment/assignment/IV schedules, and progress/performance/ IV tracking.
- To ensure assessment of student work adheres to awarding/validating body regulations and timescales.
- To ensure decisions and/or engagement related to mitigating circumstances, extensions to deadlines, academic misconduct and student appeals are in line college, awarding/validating body regulations.
- To participate and/or lead in all relevant internal and external meetings as required. This could include team/departmental meetings, course exam boards, student course boards, CPD meetings.
- To contribute as required to course submissions ensuring that all deadlines are met, including marketing and promotional materials for the prospectus/website.
- To provide course/ module/ unit statistical information within the time

scale as required.

- To liaise effectively, where appropriate with other departments (e.g. Exams and MIS, ALS, Widening Participation Team, Admissions).
- To liaise with employers to secure work experience and educational visits for students and assist in placing in the work environment.
- To undertake and assist in other administrative duties as required.

### **Staff Development, reflecting upon and evaluating one's own performance**

- To engage in CPD to develop professional and pedagogic expertise within specialist subject/discipline and maximise research and scholarly opportunities.
- To participate in industrial updating identified during appraisal, or identified by a line manager.
- To ensure that professional requirements are met by working within a professional value base and by conforming to codes of professional practice.
- To plan future practice based upon self-review and evaluation of own practice.
- To ensure that professional requirements are met by working within a professional value base and by conforming to agreed codes of professional practice.

**Please note:** For fractional and sessional Lecturers you will be contributing to all of the above aspects of the student's journey commensurate to your hours worked.

### **Miscellaneous**

- Complying with College wide policies and procedures.
- Undertaking any other duties as may be reasonably required by the Corporation

### **NOTES:**

#### **Safeguarding Children and Vulnerable Adults**

The College has a statutory and moral duty to ensure that it operates with a view to safeguarding and promoting the welfare of children and young people studying at the College. The post holder will be required to commit to the College child protection policy and promote a safe environment for children and young people learning within the College. All posts are subject to enhanced Disclosure Barring Services check, however, having a criminal record will not necessarily bar you from working with us, this will depend on the nature of the position and the circumstances and background of your offences.

#### **Equal Opportunities and Diversity**

All employees of Greater Brighton Metropolitan College are required to promote equality and diversity in all aspects of the job. Specifically, the job holder will be required to support the College to meet the General Equality Duty under the Equality Act 2010 to:

- Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act.
- Advance equality of opportunity between people who share a protected characteristic and those who do not.
- Foster good relations between people who share a protected characteristic and those who do not.

The protected characteristics are: Age, Disability, Gender Reassignment, Marriage/Civil Partnership, Pregnancy/Maternity Leave, Race, Religion or Belief, Sex, Sexual Orientation.

### **Health and Safety**

It is the responsibility of all employees to cooperate with the College management in meeting the objectives of providing a healthy and safe place of work. Therefore, all staff must carry out their work with reasonable care for the health and safety of themselves and other people. Accidents or near misses must be reported and safe working procedures must always be followed.

1. Duties will inevitably develop and change as the work of the College changes to meet the needs of our service. Employees should therefore expect periodic variations to job descriptions, the College reserves this right. This job description will be supplemented on a regular basis by individual objectives derived from College strategies.
2. Where an applicant or existing employee is, or becomes, disabled (as defined by the Equality Act 2010) and informs the College fully of their requirements, reasonable adjustments will be made to the job description wherever possible.

## Person Specification

|                   |                 |
|-------------------|-----------------|
| <b>Job Title:</b> | <b>Lecturer</b> |
|-------------------|-----------------|

The following is a list of the experience, knowledge/skills, and qualities which the College requires in the post of Lecturer. This list is not exhaustive. It is a requirement of all our staff that they share and actively engage with the vision that the College will be exceptional.

### Experience

#### Essential:

- High level of professional knowledge, experience and understanding of subject area
- Previous relevant industry experience (this is dependent on curriculum area)
- Experience developing curriculum, planning lessons, and writing schemes of work
- A proven background of working within a similar educational environment (e.g. FE, HE)
- Experience delivering high quality teaching, learning and assessment within an FE environment
- Experience of teaching to mixed ability students, across a variety of levels
- Experience of setting, achieving, and reviewing targets for students

#### Desirable:

- Experience being a personal tutor and providing students with pastoral support
- Experience using college systems such as EBS/UnitE/e-trakr
- Experience using wide range of digital technologies to facilitate strong teaching, learning and assessment

### Qualifications

#### Essential:

- An academic qualification at Level 5 / Level 6, or professional qualification equivalent in a relevant subject area (this is dependent on curriculum area)
- Relevant vocational qualification at Level 3/ Level 4 or above (this is dependent on curriculum area)
- Previous industry experience (this is dependent on curriculum area)
- Hold a full and recognised teaching qualification or willingness to gain one (dependent on curriculum area)

- GCSE English and Maths grade C or above (or equivalent)

**Desirable:**

- Assessor/Verifier Award (or willingness to gain)

**Knowledge/understanding/skills/abilities**

- The ability to work on own initiative as well as possessing effective team working skills
- Good organisational and administration skills
- High levels of relevant specialist/sector/subject knowledge applicable to area of specialism.
- Effective working knowledge of the FE / HE / Apprenticeship qualifications systems
- Good knowledge of the relevant qualification frameworks, awarding body specifications and assessment and IV requirements
- Knowledge of curriculum planning and curriculum development to meet the learning needs of all student in the cohort
- Knowledge of social and cultural diversity and its effect on learning.
- Good knowledge of digital technologies in education
- Knowledge of appropriate College Health and Safety requirements relevant to subject area
- Knowledge and understanding of Industry Sector developments (e.g. relevant legislation)
- A commitment to and understanding of Equality and Diversity, Safeguarding, Prevent, Health and Safety and Data Protection.
- Good written and verbal communication skills
- Good IT skills

**Qualities**

- Dynamic, enthusiastic, and self-motivated approach
- Effective interpersonal skills and the ability to work well with people at all levels
- The ability to deal with cross-College issues in a professional, positive and confidential manner
- Demonstrable experience of commitment to child protection, safeguarding and the promotion of a safe environment for children and young people to learn in
- Demonstrable commitment to the College's support and promotion of equality and diversity in all aspects of working life
- To aspire to the College's Mission and Values