

Post Title:	Lecturer (specialism in line with Contract of Employment)
Place of Work:	The role is based at one of the College's main campuses. However, the nature of the work will require travel to other College sites as required.
Hours of Work:	In line with Contract of Employment
Salary:	In line with Contract of Employment
Accountable to:	Head of Curriculum (HoC) / Deputy Head of Curriculum (DHoC)

1 Specific Responsibilities:

- Teach, support, assess and offer guidance within your specialist area to students.
- Contribute to the planning, delivery, assessment and tracking for all of your learners, using the initial and diagnostic testing results for learners, embedding Maths, English, Fundamental British Values, careers and employability skills, and contextualising examples in relation to potential destinations for the Curriculum Area.
- Develop and improve your Teaching, Learning and Assessment strategies in-line with the requirements of the College and Ofsted, keeping up to date with current practice in your area of delivery.
- Report to the HoC / DHoC on performance data, attendance, punctuality, attainment, progress, behaviours, and attitudes.
- Monitor and evidence learner progress, writing progress reviews during the academic year to a good or better standard.
- Assist with the development of appropriate teaching and learning materials.
- Communicate effectively and promptly, accurately and professionally via established means of communication with your manager, your team, your learners and any other relevant stakeholders.
- Comply with deadlines as communicated with you.

2 Duties:

- 2.1 You will be employed as a Lecturer in which capacity you will be required to perform such duties consistent with your position as may from time to time be assigned to you.
- (ii) To prepare, teach and assess at appropriate levels.
 - (iii) To create and manage learning environments conducive to learning within the College.
 - (iv) To provide appropriate guidance, counselling and pastoral care and tutorial support, signposting relevant careers guidance.
 - (v) To report any Safeguarding and Prevent concerns.
 - (vi) To challenge the behaviour of any learner at North Kent College in line with the student disciplinary policy.
- 2.2 To contribute to the administration of the Curriculum Department as appropriate:
- Programme management and administration.
 - Assisting in the completion of Awarding Body documentation.
 - Internal quality assurance including internal verification of work.
 - (ii) General administration duties, including record keeping, filing, photocopying, examination results, learner voice, student surveys co-ordination, contact students and/or parents/employers during periods of absence, work placements arrangements, progress reviews and all other duties.
 - (iii) To contribute to and lead areas of development in programmes, facilities, services, learning materials, and the management and supervision of student visit programmes.
 - (iv) To contribute to marketing events, including open events, taster days, student interviews, selection, enrolment, induction and recording of destinations .
 - (v) To assist and lead, where appropriate, in the development of cross college curriculum activities. To actively participate in and update training as well as maintain an up-to-date knowledge of subjects appropriate to the functions of lecturing and assessing. If required, you may be called on to deliver staff development.

- 2.3 You will be required to meet College IT standards specific for the role.
- 2.4 You may be required in pursuance of your duties to perform services not only for the Corporation but also for any subsidiary.
- 2.5 You are expected to work flexibly and efficiently, to maintain the highest professional standards and to promote and implement the policies of the Corporation.
- 2.6 You will be expected to comply with any rules and regulations which the Corporation may from time-to-time issue to ensure the efficient operation of its business and the welfare and interests of its students and employees.
- 2.7 Undertake such duties and/or hours of work as may reasonably be required, commensurate with this post and general level of responsibility, at your main place of work or at any other establishment for which the College provides services.

All employees of the College are expected to work in such a way that delivers the following behaviours:

1. Customer focussed, through a “can do” attitude.
2. Consistent and reliable.
3. Has a collaborative, supportive and tolerant approach.
4. Reflective, and embraces new initiatives in order to improve performance.
5. Consistently delivers good or outstanding lessons.
6. Inspires, motivates and challenges students to achieve outstanding outcomes.
7. Results focussed.

These behaviours will form part of the criteria within the Appraisal process.

PERSON SPECIFICATION

CRITERIA	ESSENTIAL	DESIRABLE	ASSESSED BY
(1) Qualifications:			
Full teaching qualification or willingness to obtain within 3 years of appointment	Y		Application / Interview
Minimum Level 2 English and Maths qualification	Y		Application / Interview
Qualification in Specialist Subject	Y		Application / Interview
Minimum Level 3 qualification	Y		
Internal Verifier Qualification		Y	Application / Interview
(2) Knowledge to include:			
Specialist knowledge of curriculum area	Y		Application / Interview
(3) Experience to include:			
Teaching experience (ideally in FE environment)		Y	Application / Interview
Relevant professional experience		Y	Application / Interview
(4) Technical Skills/Abilities to include:			
Attention to detail and accuracy	Y		Application / Interview
Working with health and safety regulations	Y		Application / Interview
Ability to work as part of a team	Y		Application / Interview
Good written and verbal communication	Y		Application / Interview
Proactive approach	Y		Application / Interview
Able to work to challenging deadlines	Y		Application / Interview

General:

The job description sets out the main duties of the post at the date when it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

All staff are expected to be professional, co-operative, and flexible within the needs of the post, their team and the College and to comply with the College employment policies and procedures but in particular the Code of Conduct, DBS, Health & Safety and Data Protection Policy, which can be located on the College StaffNet system or via the HR Department.

Please sign as confirmation of your understanding and acceptance of the role. You should retain one copy for your records and return one copy to the HR Department.

Sign: _____

Print: _____

Date: _____