Job Description

JOB TITLE:	Lecturer – Health and Social Care
GRADE:	Teacher's Pay Scale
REPORTS TO:	Head of Department / Curriculum Lead
CAMPUS:	Slough and Langley College
JOB PURPOSE:	Provide an outstanding student experience through teaching and assessment enabling students to maximise their potential.

Main Duties

1. Provide teaching, learning and assessment.
2. Act as Tutor to groups of students.
3. Lead/co-ordinate learning.

1 Teaching, Learning and Assessment

1.1 Participate in interviewing, enrolment and induction of students.

1.2 Prepare schemes of work, lesson and assessment plans.

1.3 Provide teaching and learning.

1.4 Set and monitor personal targets.

1.5 Provide ongoing assessment and feedback to students.

1.6 Ensure appropriate academic support is provided to students, making referrals where appropriate.

1.7 Prepare students for a range of assessments and examinations.

1.8 Maintain accurate and detailed student records.

1.9 Participate in parents' evenings, recruitment, trade events, conferences and other marketing events.

1.10 Contribute to the development of the curriculum.

2 Tutor

2.1 Provide academic and pastoral support to students.

2.2 Provide tutoring on both a group and one to one basis.

2.3 Maintain links with employers and parents.

3 Programme Lead

3.1 Contribute to the leadership of a programme.

3.2 Contribute to the quality assurance and quality improvement of the programme, area and department self-assessment.

4 General Duties

4.1 Promote a teaching, learning and working environment that is free from discrimination, harassment and bullying and where all students and staff feel safe to express their individuality.

4.2 Be responsible for safeguarding and promoting the welfare of students.

4.3 Maintain student morale and discipline within the college site.

4.4 Through CPD ensure you keep up to date with relevant industry and academic development.

4.5 Conduct yourself whilst undertaking college duties within the parameters of the Group's values.

4.6 Any other duties commensurate with the level of responsibility within the Group.

NOTE

This post is not exempt from the Rehabilitation of Offenders Act 1974. For further details on our policy on the Recruitment of Ex-Offenders can be found here.

PERSON SPECIFICATION - LECTURER

	Essential	Desirable	Source of Evidence
EDUCATIONAL AND PROFESSIONAL QUALIFICATIONS			
L5 Teaching qualification or willing to work towards	X		AF
Minimum L3 vocational qualification	X		AF
L2 English	X		AF
L2 maths	X		AF
Assessor award		X	AF
Verifier award		X	AF
EXPERIENCE			
Experience of teaching		X	AF / Test
Experience of working within vocational area	X		AF / IV
SKILLS, KNOWLEDGE AND ABILITES			
Ability to embed English and maths into curriculum	X		Test
IT skills e.g. word, excel, power-point, email, databases	X		AF
Ability to motivate students	X		Test
Good administrative skills with the ability to organise work and meet deadlines	X		AF
Flexible approach to work	X		AF / IV
Interpersonal skills to work with a range of stakeholders	X		IV / Test
Enthusiasm for teaching, learning and subject area	X		IV / Test
Commitment to safeguarding and promoting the welfare of children and vulnerable adults in college	X		IV
Commitment to inclusion	X		IV

KEY:
Evidence of all of the elements marked AF or AF/IV must be present in the application form in order to be shortlisted for an interview
All of the elements marked IV will be assessed at interview.
All of the elements marked AF/IV will also be assessed at interview.
All or some of the elements may be assessed by the Test/Presentation

February 2023