

## Job Description

<b>JOB TITLE:</b>	Lecturer – Multi Trades
<b>GRADE:</b>	Teacher’s Pay Scale
<b>REPORTS TO:</b>	Head of Department / Curriculum Lead
<b>CAMPUS:</b>	Slough & Langley College
<b>JOB PURPOSE:</b>	Provide an outstanding student experience through teaching and assessment enabling students to maximise their potential.

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### 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
<b>EDUCATIONAL AND PROFESSIONAL QUALIFICATIONS</b>			
L5 Teaching qualification or willing to work towards	X		AF
Minimum L3 vocational qualification in a relevant trade sector	X		AF
L2 English and Maths (GCSE or Equivalent)	X		AF
TAQA / A1 and V1 Awards or willing to work towards within 3 years	X		AF
<b>EXPERIENCE</b>			
Experience of teaching	X		AF / Test
Experience of working within vocational area	X		AF / IV
Relevant and successful experience of teaching across a variety of levels and delivering apprenticeship framework/standards		X	IV
Experience of course development, improvement and tutoring		X	IV
Experience of writing study programmes which satisfy the specifications laid out by different awarding bodies		X	IV
<b>SKILLS, KNOWLEDGE AND ABILITIES</b>			
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 the elements marked AF or AF/IV must be present in the application form to be shortlisted for an interview

All the elements marked IV will be assessed at interview.

All the elements marked AF/IV will also be assessed at interview.

All or some of the elements may be assessed by the Test/Presentation