



Job Description

JOB TITLE:	Lecturer/Assessor in Early Years /T Level
SALARY:	T1 £24,489.60 - T11 £35,272.80 (FTE £30,612.00 – £44,091.00)
HOURS:	29.5 hours per week (0.8 FTE)
REPORTS TO:	Head of Department
RESPONSIBLE FOR:	Working collaboratively with peers and stakeholders to ensure a positive learning experience for in need students.
CAMPUS:	BCA
JOB PURPOSE:	To ensure delivery of high-quality teaching and effective learning through the most effective, efficient and economic use of the college's resources.

N.B. This job description is current at the date of issue. It will be reviewed annually and may be updated by the Principal.

The main duties and responsibilities of the post include the following:-

1. Effective delivery of a teaching programme within the areas of competence of the postholder paying due regard to student progression towards successful completion.
2. Effective delivery subjects specifically for the delivery of the T Level in Education and Early Years To complete the referral and assessment process.
3. Regular assessment and internal verification of assignments, progress and preparation of appropriate progress reports.
4. Provide accurate and timely data and information including registers, withdrawals and transfers, assessment and examination results, progress reports.
5. Maintain student morale and discipline inside and outside 'the classroom' within the college site and in conjunction with college management.
6. Keep abreast of curriculum development, syllabus and assessment requirements relevant to the areas of teaching and competence of the postholder.
7. To be a course co-ordinator for a year group/s or course group/s.



8. Work effectively within the team/s responsible for devising, reviewing and maintaining effective teaching and learning strategies.
9. Support through the organisation of and/or delivery of extra mural activities necessary to the student's career and personal development.
10. Assessment of professional and personal development needs through playing a full part in the College's appraisal and performance management process.
11. Keep up to date in relevant areas of professional expertise through reading; attendance at meetings; visiting industry/commerce within the overall framework of such links throughout the college.
12. Develop and maintain links with industry/commerce within the overall framework of such links throughout the college.
13. Attendance at relevant parents/open evenings.
14. Develop existing and/or new courses together with other members of the team/s.
15. Any other duties commensurate with the grading of this post may be required from time to time.
16. To assess students and provide constructive feedback, ensuring relevant documentation is completed, that assessment decisions are made, and candidates informed, within three weeks from receiving portfolios. To monitor students' progress in line with departments monitoring systems. Assessor is accountable through the verification process to the Awarding Body.
17. To be a member of the programme area team, liaising with, Internal Quality Assurers and professionals, and to provide timely reports, documentation and statistics and to undertake portfolio administration associated with training and assessments.

NOTE

The post may be based at one of the current College campuses, but the duties of the job may require the post holder to work remotely online should the situation require it.

It is the College's policy to establish and maintain a Risk Register and a Risk Management Policy. It is a condition of your employment that you become aware of these documents and that you follow the objectives and procedures of good risk management in your areas of work.

This post is exempt from the Rehabilitation of Offenders Act 1974. For further details on our policy on the Recruitment of Ex-Offenders can be found [here](#).

The post holder is required to have a commitment to:



- The continuing development and implementation of the College's Diversity & Equality Policy.
- The management of risk within the College
- The health and safety of staff, students and visitors in general and the College's policies and procedures in particular.
- The principles and procedures set out in the [College's Safeguarding and Child Protection Policy](#).
- The principles and procedures set out in the College's Data Protection Policy

March 2025



PERSON SPECIFICATION
Lecturer/Assessor in Early Years/T Level

	Essential	Desirable	Source of Evidence
EDUCATIONAL AND PROFESSIONAL QUALIFICATIONS			
Appropriate Degree and/or relevant vocational qualification or equivalent	✓		AF
An endorsed teaching qualification		✓	AF
TDLB/ V & A Assessor/Verifier Awards		✓	AF
Level 2 Qualification (or equivalent) in English	✓		AF
Level 2 Qualification (or equivalent) in Maths	✓		AF
EXPERIENCE			
Knowledge and evidence of on-going Education and childcare curriculum development and managing the learning process.	✓		IV
Teaching within relevant discipline to demonstrate an understanding of the learning environment and the support required for a variety of students of differing ability	✓		AF/IV
Delivery and implementation of Equal Opportunities Policies	✓		IV
Evidence of motivating, developing and maintaining high levels of student retention and achievement	✓		IV
Knowledge and experience of working in a Social Work environment.	✓		AF
SKILLS, KNOWLEDGE AND ABILITIES			
Ability to demonstrate a contribution towards the raising of retention and achievement for own programme/curriculum area.	✓		IV
Teaching and support for learners that demonstrates vision, enthusiasm, creativity and flexibility	✓		IV
Excellent oral and written communication skills	✓		AF/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