

## JOB DESCRIPTION

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| <b>Job Title:</b>      | <b>Lecturer</b>                                                                 |
| <b>Grade:</b>          | <b>Lecturer grade (if holding PGCE, DTLLS or Cert Ed); otherwise Trainee</b>    |
|                        | <b>Lecturer grade</b>                                                           |
| <b>Responsible to:</b> | <b>Vice Principal/ Assistant Principal / Curriculum Leader (as appropriate)</b> |

### Introduction

#### The College's Vision and Values are embodied in the following statements:

1. The acquisition of knowledge which is linked to tangible skills development in a safe learning environment is the essence of a quality learning experience. If this process also challenges reasoning, planning and individual organisation then it will develop valuable learner skills allowing individuals to realise their full potential. Sparsholt College is committed to widening participation in all its learning activity and is committed to making provision available at all academic levels to match the diverse needs of our learners.
2. The College is committed to the principles of partnership and collaboration with a range of likeminded organisations on a local, regional, national and international basis and will deliver its Vision and Values through a culture of a professional, open and self critical organisation that embraces change and believes in high quality and where responsible contribution of individuals is encouraged and valued at all levels.
3. The College is committed to encouraging and demonstrating enterprise, entrepreneurialism and innovation amongst learners and staff through the curriculum and to developing the commercial activity of the College.

### Key purpose of this role

All staff are expected to contribute to the achievement of the College Mission:

*'Raising Aspirations, Unlocking Potential, Advancing Futures'*

In particular, lecturing staff are expected to:

- Deliver high quality teaching which enables learners to develop their curiosity, knowledge and skills, and achieve qualifications for their career success
- Contribute to the high quality of support for students which will enable ALL students to achieve the highest possible outcomes during their time at the College
- Actively promote the College core values: Excellence, Passion, Team work, Integrity, Innovation, Sustainability, Valuing Others, Supportiveness
- Develop beneficial relationships with a diverse range of organisations within their curriculum area that are effective in enriching the students learning experience

## Main Duties and Responsibilities

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| <b>To deliver high quality teaching and learning which ensures:</b> <ul style="list-style-type: none"> <li>• <b>students acquire and develop high quality skills</b></li> </ul>                                                                                                                                              |
| Produce schemes of work and lesson plans which are effectively structured and sequenced in order to facilitate learning                                                                                                                                                                                                      |
| Prepare and develop exemplar learning materials which effectively meet the needs of all students in your group                                                                                                                                                                                                               |
| Ensure all learning materials and resources are contextualised to your curriculum area and made available online using the College VLE (Moodle/Ledge)                                                                                                                                                                        |
| Design, develop and use a variety of activities which are suitably demanding and challenging, and help students to remember long term the content they have been taught                                                                                                                                                      |
| Present information and demonstrate skills clearly, making necessary adaptations where required to meet the needs and ability of your group                                                                                                                                                                                  |
| Ensure students interest and engagement is sustained throughout the lesson                                                                                                                                                                                                                                                   |
| Encourage students to use subject-specific, professional and technical vocabulary during lessons                                                                                                                                                                                                                             |
| Establish good relationships which promote the achievement of learning                                                                                                                                                                                                                                                       |
| Demonstrate the importance of English, Maths, ICT, Fundamental British Values and Employability themes in your teaching                                                                                                                                                                                                      |
| Work with the Additional Learning Support (ALS) team (both in and out of the classroom) to ensure the needs of students with SEND in your group are actively met, including those with high needs/Education Health Care Plans (EHCPs)                                                                                        |
|                                                                                                                                                                                                                                                                                                                              |
| <b>To monitor the work and progress of all students which ensures:</b> <ul style="list-style-type: none"> <li>• <b>students produce work of a consistently high standard</b></li> <li>• <b>learning is tailored to meet individual needs</b></li> <li>• <b>support and intervention occurs in a timely manner</b></li> </ul> |
| Undertake regular learning checks, identify misconceptions and provide clear, direct feedback during your lessons                                                                                                                                                                                                            |
| Use a range of assessment methods which will help learners to embed knowledge and show they are competent in their application of skills                                                                                                                                                                                     |
| During your lessons set clear and actionable next steps which the students understand                                                                                                                                                                                                                                        |
| Provide regular assessment feedback that helps students to improve and succeed                                                                                                                                                                                                                                               |
| Set homework activities in line with the College Homework Guidelines                                                                                                                                                                                                                                                         |
| Ensure all assessment is purposeful, i.e. to check understanding and inform future teaching                                                                                                                                                                                                                                  |
| Effectively manage student learning by proactively tracking and recording student progress using identified College systems (Promonitor and Markbook), ensuring that information is reliable, accurate and up to date                                                                                                        |
| Assess academic performance in the light of previous achievement in order to determine progress                                                                                                                                                                                                                              |
| To liaise with your teaching team, Progress Coaches and curriculum leaders (CLs) to update them on student progress, ensuring issues impacting upon a student's progress are addressed in a timely manner                                                                                                                    |

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| Deliver additional workshops and arrange additional support, where appropriate, to ensure that all students in your group can succeed                                                                                                                                                                          |
| To liaise effectively with parents, guardian, carers to ensure they are aware of their son, daughter, ward's progress. Mechanisms include verbal/ written communication, the use of Parent Portal, timely completion of College Learner Progress Reviews and attendance at College Consultation Evening events |
|                                                                                                                                                                                                                                                                                                                |
| <b>To create a safe, disciplined and positive environment which has a positive impact on the behaviours and attitudes of students</b>                                                                                                                                                                          |
| Report any student welfare or safeguarding concerns to the Progress Coaches and College Wellbeing Team; serious concerns to be reported immediately                                                                                                                                                            |
| Maintain an awareness of health and safety at all times and ensure that students are aware of and comply with safe working practices and procedures                                                                                                                                                            |
| Ensure classrooms and workshops are tidy, reporting any defects to the Assistant Principal/ Head                                                                                                                                                                                                               |
| Maintain accurate records of class attendance using Prosolution, identifying to the curriculum leader and patterns of regular non-attendance                                                                                                                                                                   |
| Create a teaching environment which allows all students to focus on their learning, implementing strategies for managing lateness and anti-social behaviour                                                                                                                                                    |
| Hold high expectations of your students behaviour and conduct at all times; where appropriate using the Policy and Procedure for Managing Student Conduct in a consistent and fair manner                                                                                                                      |
| Actively challenge any bullying, harassment or discriminatory behaviour reinforcing the College values                                                                                                                                                                                                         |
| Insist on high ambitions for all students, ensuring students are clear about your expectations                                                                                                                                                                                                                 |
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| <b>To provide opportunities for students' personal development which develops their character, confidence and resilience</b>                                                                                                                                                                                   |
| Ensure the learning you plan and activities students undertake as part of their wider study programme fully prepare them for the next stage of their education, employment or training                                                                                                                         |
| Share the team responsibility for developing contacts with local employers and organisations relevant to your curriculum area, to enrich the student learning experience                                                                                                                                       |
| Participate in progression events, i.e. Futures Day and Choices Week to best support students in preparing for their next steps                                                                                                                                                                                |
| Ensure every student has access to careers education and guidance, signposting to relevant professionals as required                                                                                                                                                                                           |
| Assist with arrangements for the placement and assessment of students on practical locations                                                                                                                                                                                                                   |
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| <b>Contribution to overall management of the College</b>                                                                                                                                                                                                                                                       |
| Maintain your subject knowledge by keeping up to date with developments in relevant subject area(s), and where relevant maintain up to date vocational experience                                                                                                                                              |

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| Assist with the continuous review and development of your curriculum area to ensure it provides a wealth of opportunities and experiences to enable student success and progression onto positive destinations                                                  |
| Act as a course coordinator or academic tutor as required                                                                                                                                                                                                       |
| Be fully conversant with course regulations and specifications, ensuring quality assurance processes are implemented and robustly complied with                                                                                                                 |
| Participate in all team meetings and continuing professional development (CPD) activities including engagement with sharing good practice strategies within the College                                                                                         |
| Assist in the monitoring of student attendance, retention and achievement to ensure key targets are met                                                                                                                                                         |
| Participate in evaluating the effectiveness of your courses through the course review process                                                                                                                                                                   |
| Share the team responsibility for meeting recruitment targets, including participation in interviews, open days, taster days, enrolment, out-reach activities and specific curriculum events                                                                    |
| Carry out all associated organisation and administrative duties associated with teaching as required                                                                                                                                                            |
| Be aware of and comply with the College's policies in all aspects of her/his duties and responsibilities, including but not limited to Equal Opportunities and Diversity, Safeguarding, Health & Safety, Driving of College Vehicles, Hazardous Pursuits Policy |
| Respect the confidentiality of matters relating to students and other members of staff; the post holder must be aware of and comply with all Information Security requirements in line with College policy                                                      |
| Work flexibly and efficiently, and ensure compliance with the Staff Charter and Code of Conduct at all times, including the professional standards set out by the Education and Training Foundation                                                             |
| Be an active and corporate member of Sparsholt College Group                                                                                                                                                                                                    |
| Exercise other responsibilities and duties as may reasonably be required from time to time by your line manager or above                                                                                                                                        |

## General Responsibilities

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| <b>All people who work for the College are expected to engage in normal business tasks such as:</b>                                                                                                                      |
| Know what and where the College strategy is, what it contains and make sure what you do on a day to day basis is in line with the strategic objectives in some way.                                                      |
| Ensure the work you do is of a high quality standard and College procedures and policies are followed at all times.                                                                                                      |
| Engage in personal professional development to keep up to date in industry/commercial issues, attend mandatory training, Principal's All Staff Briefings and whole college training events.                              |
| Present the College in a positive way at all times with external clients, students, customers, etc.                                                                                                                      |
| Work flexibly and efficiently in order to meet customers' needs, whilst maintaining the highest possible professional standards.                                                                                         |
| Bring new ideas and try new ideas/approaches with an open mind.                                                                                                                                                          |
| Comply with the College's HR policies and Health & Safety policy, at all times.                                                                                                                                          |
| Respect everyone, regardless of who they are, in accordance with College policy relating to equality and diversity. In doing this, ensure that everyone within the College is free from any kind of bullying/harassment. |
| Fully engage in the performance management and appraisal process.                                                                                                                                                        |
| Maintain confidentiality and security of data at all times.                                                                                                                                                              |
| Live the values in daily College life and embed in everything you do.                                                                                                                                                    |

Date Job Description prepared

Agreed by Job Holder:

Date:

Approved by Manager:

Date:

Approved by SLT Member:

Date:

### ***Notes:***

***This job description outlines the main duties and key performance outcomes of the role. It is not exhaustive and may be varied by the College following consultation with the post holder.***

***The job description, duties and key performance outcomes must be reviewed annually with the line manager and approved by a member of the Strategic Leadership Team.***

**D=Desirable**

| SKILLS AND CORE COMPETENCIES                                                                                                           | HOW MEASURED               |
|----------------------------------------------------------------------------------------------------------------------------------------|----------------------------|
| <b>Technical competency and knowledge (qualifications and training)</b>                                                                |                            |
| 1. An appropriate academic or professional qualification in a relevant subject at Level 3 or above <b>(E)</b>                          | Qualification certificates |
| 2. Possession of a Level 4 teaching qualification, or willingness to attain <b>(E)</b>                                                 | Qualification certificates |
| 3. Passed both English and Maths at a grade C/4 or above at GCSE level (or equivalent) <b>(E)</b>                                      | Qualification certificates |
| 4. Degree or appropriate higher level qualification in a relevant subject. <b>(D)</b>                                                  | Qualification certificates |
| <b>Experience and Skills</b>                                                                                                           |                            |
| 1. Previous experience of teaching / instructing in a relevant subject area <b>(E)</b>                                                 | Application, interview     |
| 2. Relevant working experience in industry/commerce where appropriate <b>(E)</b>                                                       | Application, interview     |
| 3. Ability to effectively utilise a range of IT-based resources to support the delivery of high-quality learning programmes <b>(E)</b> | Application, interview     |
| 4. Experience of delivering high quality teaching within an FE environment (and/or HE where appropriate) <b>(D)</b>                    | Application, interview     |
| 5. Experience of delivering Key Skills within an FE environment <b>(D)</b>                                                             | Application, interview     |
| 6. Experience of providing pastoral care within a school or FE environment <b>(D)</b>                                                  | Application, interview     |
| 7. Previous proven experience in curriculum planning and development <b>(D)</b>                                                        | Application, interview     |

| SKILLS AND CORE COMPETENCIES                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | HOW MEASURED                                                                                                                                                                                                                 |
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| <p><b>Personal qualities, communicating and relating to others.</b></p> <ol style="list-style-type: none"> <li>1. Self motivated with the ability to work unsupervised and on own initiative <b>(E)</b></li> <li>2. Ability to deliver a high-standard of teaching and learning, working effectively with, inspiring and motivating students of all levels and abilities <b>(E)</b></li> <li>3. Innovative approach to teaching and learning <b>(E)</b></li> <li>4. Ability to be an effective team member with a flexible approach to work rotas and tasks <b>(E)</b></li> <li>5. Excellent interpersonal and communication skills, both verbal and written <b>(E)</b></li> <li>6. Strong organisational skills and ability to time management effectively and meet deadlines <b>(E)</b></li> <li>7. Embraces a culture of continual development <b>(E)</b></li> </ol> | <p>Interview, references</p> <p>Interview, references</p> <p>Interview, references</p> <p>Interview, references</p> <p>Application form, interview, references</p> <p>Interview, references</p> <p>Interview, references</p> |
| <p><b>Other</b></p> <ol style="list-style-type: none"> <li>1. Awareness and understanding of Equality and Diversity, Health and Safety and Child Protection Legislation and requirements <b>(E)</b></li> <li>2. Possession of a valid driving licence <b>(E/D)</b></li> <li>3. Possession of D1 minibus Category on driving licence <b>(D)</b></li> <li>4. Ability and willingness to undertake some travelling in the UK and abroad as required <b>(E)</b></li> <li>5. Ability and willingness to work flexibly (evening, weekend and enrolment duty) to meet the needs of the College <b>(E)</b></li> </ol>                                                                                                                                                                                                                                                           | <p>Interview</p> <p>Sight/copy of driving Licence</p> <p>Sight/copy of driving Licence</p> <p>Interview</p> <p>Interview</p>                                                                                                 |