EAST COAST COLLEGE

Job Description

Job Title:	**VH Lecturer (Commercial)**
Reports to:	**Curriculum Manager**
Terms of Employment:	**Academic**
Salary Banding:	**VH Lecturer**

Purpose of Role:

Deliver outstanding and innovative learning to a wide range of students across the college's Commercial provision, supporting students to achieve excellence and reach their full potential.

Duties

1. Teaching and Learning

Develop and deliver learning provisions within a variety of curriculum areas.

Prepare schemes of work, lesson and assessment plans.

Work with tutors to embed English and maths into the curriculum area.

Ensure resource material reflect best practice, contributing to the quality of provision as measured by retention, attendance, success rates, grades and value added.

Work with other members of the team and external organisations including employers, to support the development of skills and progression into employment and university.

Contribute to course review, evaluation and development, attending course team meetings as required.

2. Tutorial and Student Review

Action planning (initial and on-programme)

Progress reviews

Tracking and monitor student progress against targets and take appropriate actions

Advice and guidance, including HE where applicable

Delivery of the College tutorial scheme of work

Completion of tutorial documentation

Careers advice and information

Identifying learning support needs

Initial assessment

Reports to parents/carers/employers

Delivery of an induction programme, including late starters

Encourage participation on the College enrichment programme

Monitoring students considered "at risk" and ensuring suitable support

Liaising with course teams, additional learning support and all parties involved in the learning programme and pastoral needs of the student

Production and management of online course content via the college VLE

Attend EHCP reviews as required

3. Course Organisation and Development

Marketing and promotion activities, including employer liaison, e.g. open events.

Ensure courses and delivery are at least in line with national standards and measures.

Management of college expectations and the promotion of positive student behaviour.

Enrolment, e.g. enrolling students at relevant points throughout the academic year, interviewing potential students, initial assessments.

Assessment and verification, e.g. internal verification, meeting with external moderators, examination entries, contact with external agencies.

Learner data, e.g. enrolling students, recording and monitoring attendance/absence, completing registers, completing transfer, withdrawal and claims documentation in a timely manner.

Quality, e.g. student and course timetable modification, course team meetings, completing the course and self-assessment reviews, and contributing to cross-college quality initiatives.

Curriculum development, e.g. preparation of learning materials, identification of student/client needs, involvement in the development of new programmes or the modification of existing programmes.

Manage the day-to-day aspects of course e.g. liaising with stakeholders such as parents, promoting positive attendance, intervention for those at risk along with keeping accurate records via the College's EILP.

Mentorship of new members of the delivery team.

4. Other

Develop collaborative relationships with key stakeholders that lead to increased learner numbers and outstanding curriculum provision.

Promote a learning and working environment that is free from discrimination and where all students and staff are encouraged to express their individuality.

Be responsible for safeguarding and promoting the welfare of students.

Undertake such additional duties as may be reasonably required commensurate with the level of responsibility within the College at any of the College's sites or places of work.

Support a caseload of students to complete an apprenticeship or other qualifications within a professional and timely manner.

Person Specification

Essential Criteria	Desirable Criteria	Measurement
Qualifications and Training • A1 Assessor award or willingness to achieve within 1 year	**Qualifications and Training** • Level 2 - Information Technology	Certificate evidence

• V1 verification award or willingness to achieve within 1 year or gaining assessors award • Minimum Level 3 in a field related to area of teaching • Level 5 teaching qualification or willingness to achieve within 3 years • Level 2 literacy • Level 2 numeracy • Evidence of continuous professional development		
Knowledge • Good subject knowledge and understanding of the relevant curriculum • An understanding of the features of good quality teaching and learning • Understanding of safeguarding young people and vulnerable adults and how this is promoted in the role • Understanding of promoting equality and how this is achieved in the role	• Knowledge of relevant qualification and quality framework	

Skills and ability • Demonstrable verbal and written communication skills with a range of stakeholders • Demonstrate use of a broad range of assessment measures as a driver for improving learners' performance • Effective in managing behaviour and motivating all learners to make a positive contribution to the learning environment and fulfil their potential for learning • Proven ability of achieving good learning and teaching standards or demonstrate the potential to attain • Innovative and competent in using a range of resources to provide a stimulating learning environment including the use of virtual learning • Good team working skills with a record of working co-operatively to achieve individual and team goals		

• Good administrative and organisational skills including ability to work to deadlines		
Experience • Previous experience of teaching	• Experience of working with students with additional needs • Experience of delivering and assessing qualifications • Experience of working with awarding bodies and exam procedures	
Attitude • A commitment to a high quality, student focused approach to learning • Willingness to ensure subject specialist knowledge and teaching and learning practise is kept up-to-date. • Willingness to work closely and share responsibilities, skills and knowledge with other team members		

East Coast College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.