JOB DESCRIPTION

JOB TITLE: Lecturer/Assessor – Education and Early Years

ROLE OVERVIEW

Job Title: Lecturer/Assessor
Grade: Lecturer/Assessor
Faculty: Health-science, Education and Public Services
Location: on site Exeter
Responsible to: Head of Faculty

Key Objectives

Main Responsibilities

To provide an outstanding learner experience through teaching, training, reviewing and assessing learners, enabling timely achievement.

Teaching Learning and Assessment:

1. Participate in the interviewing, enrolment/activation and induction of learners.

2. Provide teaching and learning whether in a classroom, a workshop, an employer's location or other work environment.

3. Prepare schemes of work, lesson assessment & IV plans.

4. Coordinate and prepare for EV visits, IQA and end point assessments.

5. Take responsibility as framework lead as / when required.

6. Identify any changes in the WBL curriculum offer (out of date or new courses) and work with Business Solutions and Head(s) of Faculty to implement necessary changes.

7. Work with the Faculty Programme Leads and Work Based Tutors in the same subject area to ensure maximum efficiencies and standardization for all learners and apprentices.

8. Provide ongoing assessment and feedback to learners by setting and marking work both relevant and appropriate to the course, including in the workplace where required.

9. Provide appropriate academic and/or vocational support to individual learners, referring them, where appropriate, to other agencies.

10. Contribute to the wider enrichment of learners and support students' pastoral needs.

11. Contribute to the maintenance of an effective, efficient and professional learning environment.

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

13. Participate in appropriate quality assurance procedures.

14. Prepare learners for a range of accreditation and assessments.

15. Maintain accurate and detailed student records including the writing of reports and references.

16. Set and monitor Personal Targets and eILPs according to Faculty and College Policy.

17. To track the progression of learners, including work place reviews, to ensure timely achievement.

18. Provide specialist advice to learners and organisations regarding vocational and work based qualifications, delivery and progression options.

19. Keep up to date with curriculum advancements and ensure all programs are relevant and fully funded.

20. Participate in open evenings, recruitment, trade events, conferences and other marketing events.

Additional Duties

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

2. Be responsible for safeguarding and promoting the welfare of learners.

3. 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 place of work.

4. Promote and conduct your professional duties and responsibilities within the parameters of the College's agreed values and aims.

Mandatory Duties

1. Responsibility for safeguarding and promoting the welfare of children and vulnerable adults in college.

2. Commitment to equal opportunities.

3. Commitment to British Values and the Prevent Agenda.

Reviewed: October 2026

Person Specification

JOB TITLE: Lecturer/Assessor – Education and Early Years

Assessment Criteria

- Evaluated on application form (A) and/or interview (I)

Experience

Essential Criteria:

- Recent experience of working within the Early Years sector (A/I)
- Mentoring/supporting apprentices' young people and/or adults in the workplace (A/I)
- Working Effectively within a team to meet shared objectives (A/I)
- Using own initiative to drive forward work (I)

Desirable Criteria

- Achieving Targets (A)

Skills and Abilities

Essential Criteria:

- Good communication skills (at all levels) (I)
- Ability to inspire young people and adults (A/I)
- IT literate – use of databases, competent user of Microsoft Office (Word, Excel, Access and Powerpoint) (A/I)
- Driving Licence held for 2 years with no more than 6 points (A)
- Ability to record and report on progress towards complex data sets (A/I)

Desirable Criteria

- Attention to detail (A/I)

Personal Qualities

Essential Criteria:

- Enthusiasm and drive for the Early Years sector (A/I)
- Excellent time management (A/I)

Desirable Criteria

- Passion for teaching and assessment and learning in the life-long sector (A/I)

Qualifications

Essential Criteria:

- Recognised vocational qualification at Level 4 or above in related area (A)
- Willingness to complete the Cert Ed within 3 academic years of joining the college if required (A)
- GGSE English and Maths at C grade or above (or equivalent) (A)

Desirable Criteria

- Teaching qualifications (DTLLS, Cert Ed, PGCE) (A)
- TAQA/CAVA (A1 and V1 or equivalent)

Mandatory Requirement

Essential Criteria

- Commitment to safeguarding and promoting the welfare of children and vulnerable adults at Exeter College (A/I)
- Commitment to equality, diversity and inclusion (A/I)

Reviewed: Oct 2026

OUR VALUES ARE WHAT MAKE US, US!

VISION: To be an exceptional College

MISSION: To shape futures by delivering world-class education and training for our city and region

AMBITION

- We are challenged and encouraged to push boundaries to enable us to realise our ambitions
- We are brave and take decisions that transform lives and foster achievement for all
- We are agile, future-focused and embrace digital technology and learning
- We believe in impact; we are passionate about our community and environment and continue to make big changes in order to play our part in creating a sustainable city and College

COLLABORATION

- We collaborate with others to ensure we grow, thrive and initiate brilliance
- We are bold and innovative; we listen to and learn from others in pursuit of the exceptional
- We care about place; we collaborate with others to ensure success for our community that has national impact
- We believe that we are stronger together and actively seek out partnerships that make a difference and help us enrich our College

ENERGY

- Our expertise, passion and actions energise and enthuse those around us
- We care and support our people and our community. We believe that we excel when we are empowered, engaged and enjoy our time at College
- We are curious; we focus on solutions, not problems
- We are proud of our achievements and actively seek out opportunities to celebrate these and set ourselves our next challenge.