Lecturer (Vocational)
Role Description

About the role

The role of lecturer is to equip our students with skills for their future through the delivery of outstanding education and training and inspire students to achieve their potential. This role offers you the opportunity to do this every day. It is the job satisfaction that comes from this that makes a teaching role special.

The key roles of a Lecturer are to deliver excellent teaching each year, completing the relevant preparation and marking that supports this, and to set SMART targets to enable students to reach their potential.

Main Duties

- You will teach and assess on a range of courses and learning programmes, appropriate to your skills and qualifications. You will undertake all necessary planning, preparation and assessment to ensure excellent teaching and learning occurs.
- You will undertake the necessary administrative tasks associated with your role, which include learner registration, attendance, record keeping, tracking, and reporting and for most 16-18 learners, liaison with parents and guardians.
- You will be expected to meet normal demands of an Academic Calendar including the production of Schemes of Work, planning for lessons and meeting Quality and awarding body requirements.
- You'll prepare students for higher levels of study (including Higher Education) and vitally for the world of work, developing specific vocational work and employability skills through the curriculum, and by using external/internal links.
- You will work with the Personal Development Coordinators and course team to facilitate our learner enrichment activities and actively promote work experience opportunities in conjunction with Work Experience Officers.
- As well as teaching, Lecturers play an important role in providing pre and on-course guidance that supports learners through to successful outcomes. You will therefore undertake activities which will include learner interviews and enrolment, and other marketing and public relations activities associated with the course. This may include liaison with parents and guardians' schools, industry, the community and other organisations to identify requirements, promote the College and recruit learners.
- You will have overall responsibility of the academic and pastoral care of a group or groups, which will include the arrangement of support requirements for students in communication with your Curriculum Team Leader.
- You will be responsible for ensuring the progression and success of each student for which you are group tutor. This includes:
    - You will keep up to date records and have responsibility for all relevant student information, both pastoral and academic, e.g. Attendance, punctuality, support needs, tracking of assignments/tests, unit completion etc.
    - You will set targets using an electronic individual learning programme (eILP) for each student
    - Monitoring and tracking of enrolment, registration and exam claims.
- Academic rigour, transparency and validity are vital. All work carried out must satisfy external body requirements and be in line with College policy and procedure. You will prepare relevant submissions and liaise with accrediting bodies. You will also undertake Internal Quality Assessment / Moderation duties to implement College Quality Assurance processes and procedures for learning programmes.

- You will be required to organise your work to meet the requirements of your role to maximise your effectiveness and delivery of the below key objectives.

Sub Objectives

- Recruiting the 'Right Students to the Right Course' in sufficient numbers to provide students with good experiences for learning and to ensure programmes can be sustained by making a financial contribution to the Department.
- To deliver teaching and learning that is consistently excellent.
- Ensure the achievement of all quality assurance measures (which includes meeting all awarding body requirements and engaging in internal verification processes).
- Ensure that students are appropriately supported (through working collaboratively with Student Services / ALS) and escalating any relevant issues to the Programme Leader / Curriculum Team Leader.
- Ensure the effective management of data, ensuring that such processes as registers are accurate and timely in your Curriculum area, working alongside Management Information Services as required.

Challenges

- You will be able to support students to achieve their best no matter what their challenges are to do so, and present yourself as a positive role model to students.

Your role in the Department

- Your line manager will be the Curriculum Manager. You will regularly report on your objectives to update your Programme Leader / Curriculum Team Leader regarding a range of KPI's including (but not limited to) student recruitment, retention, anticipated achievement, attendance and punctuality.
- You will be part of a Curriculum and Department team and will work with other teaching staff to develop and share good practice in the area.
- You may be required to participate in cross college teams or working groups on key projects.

Our Vision and Values

You will work with us to achieve our organisational vision of 'Leading innovation and skills in our communities'.

You will embed and live our values in all that you do:

We are inclusive

- We put students and staff at the heart of everything we do
- We work to overcome social injustice
- We treat everyone fairly and celebrate our differences
- We create an environment that is supportive and accessible for all

We have integrity

- We conduct ourselves professionally at all times
- We demand honesty and trust from all people that work with us
- We listen
- We respect and value all individuals

We are One Team

- We empower our staff

- We are one team committed to going the extra mile
- We are accountable for our actions
- We have fun and enjoy being at work

We deliver

- We are passionate about delivering excellent quality & service
- We are innovative and bold
- We deliver through working together
- We build resilience and overcome challenges

Commitment to Safeguarding and Equality, Diversity and Inclusion

RNN Group places the health, safety and wellbeing of students and staff at the forefront of all its operations and is committed to creating and maintaining an environment that promotes effective safeguarding practice.

RNN Group has a statutory and moral duty to ensure that the business functions with a view to safeguarding and promoting the welfare of children, vulnerable adults and young people studying.

The post holder will therefore be required to commit to the Safeguarding for all policy and will have a shared responsibility to promote a safe environment for children, vulnerable adults and young people learning within any of the business sites.

All posts are subject to a Disclosure and Barring Service check.

We would expect the post holder to be responsible for the Safeguarding of learners within their area and across the organisation including:

- Ensuring compliance with procedures for the protection of children and vulnerable adults
- Making certain of compliance with any guidance on Safe working Practice
- Being alert to any indication or allegation of abuse and take appropriate action under the appropriate procedures

RNN Group is very proud to be viewed as being an Inclusive College. We have Investors in Diversity recognition for the work we have undertaken. We actively work to advance Equality, Diversity and Inclusion and eliminate any form of discrimination in line with our College Mission, Values, Culture, Policies and Procedures and in compliance with The Equality Act 2010. You will also be committed to a policy of equal opportunity of treatment to all students, staff, clients, and members of the public, regardless of any protected characteristics. We are proud to be part of the Disability Confidence Scheme.

Commitment to Data Protection

The RNN Group takes data protection seriously and has a statutory and moral duty to ensure the security of the personal data collected by the Group, the post holder will be expected to have a knowledge of keeping personal data safe including:

- Ensuring compliance with the data protection policy
- Ensuring compliance with the subject access request policy
- Reporting any data breaches or data security concerns to the Data Protection team

Requirement for flexibility and updating of the role description

You will be required to carry out duties as maybe commensurate with the post which do not change the character or purpose of the post which are necessary to maintain high quality standards of business practice.

Duties must be carried out in strict compliance with all policies including, but not limited to; equality and diversity, health and safety, quality assurance and Data Protection.

Terms and Conditions – Academic

The terms and conditions for the role are as follows:

Salary: Spine Point 23 - 28, currently £29,455 - £33,487 per annum
Pension: Automatic enrolment to the Teachers Pensions Scheme.
Holidays: 35 days per annum plus bank holidays

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Role Specification

AF-Application Form I–Interview R–Reference CQ–Certificate of Qualification

Personal Skills Characteristics	Essential	Desirable	Method of assessment	Shortlisting Criteria
1. Experience				
Experience of teaching / training in relevant area(s)	✓		AF,I,R	✓
Relevant work experience in industry / commerce within specialist area	✓		AF,I,R	✓
2. Qualifications				
Appropriate level teaching qualification (or be willing to work towards)	✓		AF,CQ	✓
Appropriate level professional qualification in relevant subject specialism	✓		AF,CQ	✓
Literacy and Numeracy at Level 2 (or equivalent) or above	✓		AF,CQ	✓
An assessment qualification (i.e. D32/D33 A1) or TAQA (or willingness to work towards)		✓	AF,CQ	✓
3. Practical and Intellectual Skills / Knowledge / Abilities				
Understanding of FE Methodology		✓	I,R	
Understanding of the range of activities expected from lecturing staff in FE Colleges		✓	AF,I,R	✓
Able to deliver to students of all levels and abilities, and to use flexible and innovative methods of delivery as required	✓		I,R	
Be able to transfer practical experience into useful learning activities	✓		I,R	
Able to develop effective links with industry/commerce and promote a positive image of the College.	✓		I,R	
Ability to demonstrate flexibility and team working	✓		I,R	
4. Disposition / Attitude				
Pleasant and helpful approach at all times	✓		I,R	
Able to work in an organised and methodical manner	✓		I,R	
Work in a professional and confidential manner with a high degree of integrity and flexibility.	✓		I,R	
A commitment to safeguarding and promoting the welfare of children and young people receiving education and training	✓		I,R	
Able to work with sensitive information and treat this confidentially in line with the requirements of the Data Protection Act	✓		I,R	
Committed to a policy of equality which is relevant to all students, staff, clients and members of the public, regardless of race, creed, colour, ethnic origin, nationality, gender, sexual orientation, age and disability	✓		I	
5. Training				
Willing to undertake any training connected with the post and update own CPD	✓		I	
6. Physical Make-up				
Good sickness/attendance record in current/previous employment, college or school as appropriate, (not including absences resulting from disability)	✓		R	