DN COLLEGES GROUP

Ambition	To achieve the highest standards
Support	A caring, safe and inclusive environment
Partnership	Collaborative working to achieve shared goals
Innovation	We use our initiative and are agile in finding creative solutions
Responsibility	We take individual and collective responsibility
Equality	We work with integrity and are open, honest and respectful of each other

Job Title: **Health & Social Care Lecturer (Doncaster College)**

Salary: **£33,787- £42,766 per annum (Grade 5)**

Curriculum Area/Department: **Health & Social Care**

Responsible To: **Curriculum Leader**

Job Purpose: **Lecturer**

Doncaster College expects the practice of all teaching staff to be of the highest quality. It is anticipated that the post-holder's duties will include being a Programme Tutor, Lecturing and have pastoral responsibilities for a caseload of students. The major commitment will be to teach and assess students in the area of Health & Social Care. Ability to embed Functional Skills English and maths is essential.

Job Duties and Responsibilities:

- To act as a Programme Tutor for a caseload of full-time and/or part-time students.
- To assure the quality of the student learning experience by effective delivery of formal scheduled teaching and tutorials paying due regard to student progression towards successful completion.
- To embrace new learning technologies/ILT and implement the same within own teaching.
- Manage and maintain student morale and discipline, working closely with college managers, and the team to assure an appropriate learning environment.
- To record and report in an accurate and timely manner data and information, including eILPs, e-registers, assessments and student progress records.
- Ensure teaching file is effectively maintained to ensure schemes of work, lesson plans and progress tracking documents meet robust quality assurance procedures.
- To keep up to date with academic/vocational subjects and develop and maintain links with industry.
- Contribute to a sensitive and supportive approach to safeguarding and equality and diversity.
- To perform such other duties as reasonably correspond to the general character of the post and are commensurate with its level of responsibility.

Teaching Duties

1. To deliver high quality teaching on a range of courses within Health & Social Care.
2. To embedded Functional Maths or English in lessons for all students.
3. Plan and use a range of innovative and creative teaching and learning techniques, including appropriate use of new and emerging technologies, ensuring they are inclusive, promote equality and diversity, motivate students and encourage independence and autonomy.
4. Adopt a consistent approach in dealing with student discipline in accordance with College policies.
5. Ensure that students understand, are involved and share in responsibility for assessment of their learning.
6. Provide opportunities for students to understand how the specialist area relates to the wider social, economic and environmental context.
7. Ensure schemes of work, lesson plans and progress tracking documents meet robust quality assurance procedures.
8. Contribute to the organisation's rigorous quality cycle by producing accurate and standardised assessment information and keeping appropriate records of assessment decisions and students' progress.
9. Cover classes for absent colleagues where appropriate.

Pastoral Duties

10. To act as a Programme Tutor for a caseload of full-time and/or part-time students.
11. To actively monitor student absences and behaviour and take appropriate action as required.
12. To agree and set high aspirations through challenging personal targets for your designated student caseload through the eILP to enable students to fulfil their potential.
13 Liaise with members of the course team, student support team and, as appropriate, with parents/carers in the support of students.
14. Attend parents' evenings.
15. Provide students with appropriate information about the organisation and its facilities, and encourage students to use the organisation's services, as appropriate.
16. Refer students to information on potential current and future learning and career opportunities and appropriate specialist support services.

Curriculum Development

17. Participate in developing ideas and activity for generating income through curriculum development for the area and wider college where applicable.

Organisational Role

18. To be a Programme Tutor for one or more courses in Health & Social Care.
19. Be responsible for efficient administrative duties in areas such as admissions, time-tabling, examinations, assessment of progress, student attendance and quality assurance (including course quality files).
20. Engage in the analysis of data and target setting to raise standards of retention and achievement for your respective group/s.

Marketing Role

21. To be actively involved in the recruitment of students by undertaking promotional activities such as Open Days, Roadshows, Admissions and Information Events. This will involve flexible working (i.e. occasional evenings and weekend working).
22. To contribute to the production of publicity materials for courses and other activities with which you are involved, including destinations and success stories.
23. To maintain the professional image of the College in the duties you are undertaking by demonstrating excellent time keeping and customer service skills while undertaking such duties.

Working with Colleagues

24. To work in close co-operation Curriculum Leaders, Heads of Curriculum, members of course teams and other working groups. This will include leading meetings with Programme teams and attending other working groups, as appropriate.
25. Work with members of the department's management team and other colleagues in the development, review and evaluation of the curriculum, including contribution to the self-assessment process.
26. Work with colleagues with relevant expertise to identify and address literacy, language and numeracy development in own specialist area.

Professional Development

27. To update regularly in your specialist area(s) and to participate in staff development activities including sharing good practice as required and submitting timely CPD records.
28. To actively participate in the scheme for review of performance adopted by the College.

Additional Duties

29. Work with managers and employees to support the developing high performing culture of the learning organisation and facilitate cultural change.
30. Support and promote the College's equality and diversity, health and safety, smoking, safeguarding, and other policies, processes, arrangements and objectives.
31. Undertake other tasks, as directed, to meet the needs of the College that reasonably correspond to the general character of the post and are commensurate with its level of responsibility.
32. Commit and adhere to the organisational **Equality and Diversity, Health and Safety, Safeguarding** and other policies, processes, values and objectives.
33. Undertake other tasks, as directed, to meet the needs of the College that reasonably correspond to the general character of the post and are commensurate with its level of responsibility.

Note: The duties and responsibilities set out in this job description may be reviewed to meet changing circumstances. The post holder will be consulted in such circumstance

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Person Specification

JOB TITLE : Health & Social Care Lecturer				**POST NO:**	**RESPONSIBLE TO**	Curriculum Leader	
SCHOOL/SECTION/DEPARTMENT	Health & Social Care/ Health & Wellbeing			**GRADE:**	**RESPONSIBLE FOR**	Students	
SPECIFIC ATTRIBUTES		**No**	**ESSENTIAL CRITERIA**	**HOW MEASURED**	**No**	**DESIRABLE CRITERIA**	**HOW MEASURED**
A	**Education and Qualifications**	1 2 3	Hold a relevant profession related degree or equivalent qualification Hold a Level 5 teaching qualification or willing to work towards Minimum Level 2 Maths and English	Certificates Application Form	4	Assessor/IQA qualification or willingness to work towards	Certificates
B	**Work Experience**	1 2 3	Excellent Health and Social Care subject knowledge and understanding of the relevant curriculum, qualification, and quality frameworks Experience of embedding Functional Skills in English or Maths in lessons A proven high standard of teaching skills and abilities or demonstrable potential to attain outstanding teaching with Level 1 and 2 learners	Application Form Interview	1	Be able to demonstrate current commercial knowledge and specialism for working with Level 1 and 2 students	Application form/ Interview
C	**Specific Skills, Aptitudes and Knowledge**	1 2 3	Innovative and competent in utilising all available resources to provide a stimulating learning environment for Level 1 and 2 learners, including use of the virtual learning environment (VLE) Effective in managing behaviour and in motivating all students to make a positive contribution to the learning environment and fulfil their potential for learning Demonstrable commitment to achieving the highest possible standards for all students with a proven record of enabling students to improve their performance and fulfil their potential	Interview Application Form	1	Be able to demonstrate a vast knowledge and strategies and experiences to support students within and educational environment	Interview
D	**Personal Qualities**	1 2 3 4 5	Excellent team-working skills with a record of working co-operatively to achieve individual and team goals Excellent interpersonal skills and the ability to communicate effectively, both verbally and in writing, with all stakeholders Very good administrative and organisational skills including the use of IT Demonstrable effectiveness in promoting equality and diversity through teaching, managing the learning environment and challenging discriminatory behaviour and attitudes Commitment to the safeguarding of all students	Application Form Interview			
E	**Other related experience**				1	Hold a full driving licence	Copy of driving licence

MANAGER COMPLETING PERSON SPECIFICATION:	Emma Kirk	**DATE:**	26/10/26

DN COLLEGES GROUP

POST NO:
SUMMARY OF TERMS AND CONDITIONS
(INCLUDING REMUNERATION)

Perm/Temp	Permanent
Grade and Salary	£33,787- £42,766 pro-rata
Hours	30 hours per week
Part Time	The college is prepared to consider applications for a fraction of the hours advertised. Most posts are suitable for job share, joint applications are welcome. However, applicants who want part-time work but have no job share partner are encouraged to apply as the College can usually make adjustments to accommodate different working arrangements
Flexible Working	Employees are expected to be flexible, hours of work can be subject to averaging. The College is open during the evening and at weekends to a limited extent. The nature of the College's business means that holidays can only to be taken at certain times. The specific details applicable to this post will be discussed at interview.
Qualifications	Lecturers who do not hold a Certificate in Education or equivalent qualification will be expected to achieve Certificate in Education within a timescale that will be agreed at the time of appointment. The College will fund the tuition fees associated to your teaching qualification.
Annual Holiday	35 days pro-rata bookable days Plus 8 pro-rata public holidays Plus two weeks at Christmas
Level of Disclosure for this post	Enhanced
Costs incurred as a result of employment	All reasonable costs incurred as a result of carrying out the responsibilities of the post (additional travel, subsistence etc.) are reimbursed provided that approval, was obtained in advance. Claims (supported by receipts) are submitted on a monthly basis (more often if appropriate) for processing.
Smoking	The College has designated smoking areas on site.
Uniform	Employees are expected to wear a uniform if one is provided.

Pension	The Corporation will pay employer contributions to the TPS
Health Scheme	Employees may join the Health Scheme.
Union	Employees may join a Trade Union. The College recognises UCU.