Job description: Lecturer in Supporting Teaching and Learning

Status	**Permanent**
Base	**North Kensington -** Post holder will be required to work at our other sites including Waterloo and Stockwell.
Grade	*AOC 20 - 28*
Salary	£36,893 including LWA per annum
Hours of work (per week)	36.5 hours per week We welcome applications from candidates seeking job-share arrangements and will consider these for the teaching role, subject to operational requirements.
Reports to	Deputy Head of School - Education
Manager to	N/A

ROLE PURPOSE
To deliver high-quality teaching in Supporting Teaching and Learning, with a primary focus on delivering our Preparing to Work in Schools (Teaching Assistant) courses from Level 1 to Level 3, as well as our T Level in Education and Early Years Level 3 to students aged 16 – 18 and adults. The role includes active involvement in curriculum development, course planning, student assessment and ongoing quality enhancement to support learner achievement and progression.

MAIN ACCOUNTABILITIES

A. Lead high quality learning, teaching and assessment within the School/Curriculum Area

1 To plan, prepare and deliver high-quality learning, teaching and assessment and related resources as agreed with Deputy Head and Head of School/Curriculum, including using digital technologies to enhance classroom-based learning and to deliver online learning.

2 To maintain up-to-date course information including Group Profile, Lesson Plans, Schemes of Work, Individual Learning Plans, and Student Progress Tracking.

3 To set, mark and return student's assignments on time (within two weeks), conforming to Awarding Bodies accreditation and College procedures as applicable.

4 To contribute to the required internal and external moderation procedures.

5 To provide cover for existing College staff members in cognate subject areas should the need arise.

6 To participate in the recruitment, selection and induction of students.

7 To provide course advice and guidance for students, including progression and/or vocational advice if appropriate. Manage and support student's applications to accredited courses and higher education.

8 To provide individual and small group tutorial support for students, including but not limited to following up attendance and signposting students to Student Services for further support. To implement the student absence management procedure and student disciplinary procedure if and when required.

9 Act as a point of liaison for ALS and tutors working with individual students to ensure their ALS needs are met and fully integrated with their ILPs.

B. Contribute to the review, planning and development of the curriculum provision

10 To contribute to the School/Curriculum Area's curriculum and quality review processes by providing subject-specific expertise and feedback from learners.

11 To contribute to curriculum development, to the design and authoring of curriculum materials and procurement of up-to-date digital and physical resources to support curriculum development and learning, teaching and assessment.

C. Take an active role in quality enhancement, ensuring implementation of the quality assurance activities required by the College's Quality Enhancement Framework, including raising standards and improving student attendance, retention and achievement.

12 To contribute to the management of quality enhancement procedures within the curriculum area including: attendance and punctuality monitoring, tracking of student progress and destination, and work in accordance with the College's Learning, Teaching and Assessment Policy.

13 To contribute to the College's self-assessment process and participate in the curriculum review process and support the Deputy Head and Head of School in the implementation of quality enhancement and business development plans.

14 To contribute to staff development within the curriculum area and assisting the Deputy Head with staff inductions.

E. General

16. To attend relevant training and meetings as required.

17. To be committed to Continuous Professional Development (CPD), meeting any annual requirement for CPD / scholarship and to keep up-to-date professionally.

18. To contribute to the effective management and promotion of equality, diversity and inclusion.

19. To work in accordance with the Health & Safety at Work Act and College Safeguarding and Prevent policies, ensuring the College is a safe environment for staff, students and visitors. The post holder will be expected to promote with staff and students the importance of safeguarding the welfare of children and vulnerable adults they are responsible for and come into contact with.

20. To work at all times in accordance with Morley College London's policies and procedures and Staff Competencies Framework.

21. To carry out such duties as may be required from time to time by the college that are appropriate to the grade of the post.

GENERAL COLLEGE RESPONSIBILITIES

All College employees are expected to:

- Put respect and kindness first, valuing diversity and inclusivity.
- Promote safeguarding and the welfare of children and vulnerable adults.
- Comply with Health & Safety and Equality, Diversity & Inclusion policies.
- Maintain confidentiality and act in accordance with data protection legislation.
- Uphold Morley's values of creativity, collaboration, and student-centred excellence.
- Engage actively in Continuous Professional Development (CPD).
- Adopt a "can-do", solution-focused approach that enhances Morley's reputation for quality and inclusivity.
- Work across College sites and other locations.

Safeguarding children and vulnerable adults:

The post holder will be expected to promote with staff and students the importance of safeguarding the welfare of children and vulnerable adults they are responsible for and come into contact with

This job description is not exhaustive and as such the post holder is expected to be flexible. Any changes of significance will only be made following a discussion with the post holder.

WORKING WITH
The post holder will develop productive and collaborative working relationships with curriculum area staff and professional services staff from across the College, plus all other stakeholders including students, community groups and employers.

DBS STATUS
This post is from the Rehabilitation of Offenders Act 1974 and is regulated activity. The post holder will be required to obtain an Enhanced DBS Disclosure, including an ISA barred list check.

PERSON SPECIFICATION
Essential Criteria:

- Educated to degree level or equivalent in a relevant discipline.
- English and Maths GCSE grade A-C / 9 – 4, or equivalent.
- An appropriate teaching qualification (DET/DTLLS/PGCE/Cert Ed or Level 5 Diploma in Education & Training or equivalent) plus a record of relevant continuous professional development.
- Have a commitment to and be able to demonstrate knowledge of health & safety and equality and diversity as appropriate to the post.
- A clear understanding of Safeguarding and Prevent and the ability to create and sustain a learning environment in which the safety and welfare of children and vulnerable adults is paramount
- Proven successful track record of planning and delivering high-quality teaching of accredited provision in a relevant subject and at appropriate level(s), to adults of mixed abilities.
- Experience of devising and maintaining course materials of a high standard and using appropriate teaching and learning methods that are suitable for the needs of a variety of different students from a range of backgrounds and promote equality and diversity.
- Experience of effectively assessing and advising students.
- Enthusiasm for and competent understanding of the subject area.
- An understanding of and proven commitment to the use of quality assurance procedures in the Education sector.
- Familiarity with awarding bodies specific to the subject area / level of study.
- The ability to effectively support the monitoring, assessment and development of the programme and support quality improvement.
- The ability to effectively contribute to Awarding Bodies, College and curriculum

area procedures for the tracking and support of student achievement.

- The ability to work with a team of tutors to provide effective peer development and support and co-ordinate learning activities.
- Excellent interpersonal and communication skills with the proven ability work and contribute as part of a team and communicate effectively with staff and students across the College.
- Effective organisational and administrative skills with the willingness and ability to work to deadlines.
- Able to work both on own initiative and as and be willing to work flexibly.
- Good IT skills in relation to MS Office with the ability to use IT to support learning and associated administration. A proven ability and commitment to effectively and creatively using ICT and digital technologies in relation to teaching methods, development of learning resources and materials and delivery of online learning.

Desirable Criteria

- Previous experience in teaching on Supporting Teaching and Learning provision, particularly Preparing to Work in Schools (Teaching Assistant) courses from Level 1 to Level 3.