

Job Description Protective Services Lecturer Role

General information

To contribute effectively to the successful learning experiences of students in the college through:

Effective teaching, learning and assessment that exceeds College standards and results in high levels of student retention and achievement.

General Responsibilities

- To offer students a high quality learning experience to achieve the goal or qualification for which they are studying within sport and public services
- Use ILT in curriculum delivery and support.
- Work positively and collaboratively with support teams within the college to ensure that students have the best opportunity to flourish and succeed
- Ensure that appropriate challenging student targets are effectively set and monitored
- To develop course materials, schemes of work, lesson plans etc and make these available through the college's shared information system.
- Systematically improve the quality of learning activities, ensuring that they meet College quality standards and result in improving student success rates
- Keep up-to-date with qualification frameworks, subject specifications, assessment procedures within your subject area
- Systematically improve the quality of learning activities, ensuring that they meet College quality standards and result in improving student success rates
- To contribute to the organisational requirements of the Academy and the College.
- To carry out all duties and responsibilities with due regard to the College's Equal Opportunity Policies and Health and Safety policies

Main Duties - Teaching

- Organise suitable guest speakers, educational visits and work placements
- Ensure an engaging and motivating learning experience for students through successful teaching and personal tutoring
- To make a significant contribution to curriculum development and course co-ordination
- To teach on programmes in other College service delivery areas as may be reasonably required
- Attend outward bound activities /overnight stays with learners
- Act as pastoral tutor and deliver themed tutorial sessions
- Provide 1-2-1 support to learners within tutorial process
- Regular meetings (Wed 3-4pm)
- Planning, designing and up-dating the programme and its materials and activities
- Delivering the study programme to meet awarding body requirements
- Carry out sampling and IV activities as necessary to meet awarding body requirements
- Creating and maintaining course and student records and associated administration e.g. etracker, populating grades
- Recruitment and interviewing of students
- The assessment of students work
- Monitoring student progress
- Identifying personal and professional development needs
- Developing and maintaining links with employers
- Other Duties:
- To undertake liaison, administrative, tutorial and pastoral duties for one or more groups of full-time or part-time students.
- To work with others to develop existing and new programmes.
- To be appraised as part of the College Appraisal Scheme
- To support the Head of Department, Curriculum Team Leader and Curriculum Manager with any reasonable requests associated with the role

PERSON SPECIFICATION – You will need to demonstrate in your job application form how you meet the criteria below

Post designation: sports lecturer	Essential/ Desirable	Application/ Interview / References
Qualifications		
Educated to degree level standard in a related subject	E	
Teaching qualification (DTLS, PGCE, Cert Ed)	E	
Level 2 literacy and numeracy	E	
Knowledge and experience		
Experience of teaching BTEC, OCR, NVQ sport and Public Services	E	
Experience of working in the public services industries	E	
Experience/knowledge of writing/creating reports for a variety of audiences	E	
Experience of analysing data	E	
Experience, knowledge and expertise of the use of Microsoft office software packages	E	
Experience of working in a high pressure environment to meet tight deadlines	E	
Experience of teaching functional skills and embedded maths and English		D
Experience of pastoral care of learners	E	
Experience of organising and leading educational visits and residential trips	E	
Experience of driving a minibus		D
Skills and competencies		

The ability to articulate clearly and to be understood in teaching and making presentations to glass groups	E	
Team player with good communication skills to interact effectively with colleagues, students, parents and external bodies.	E	
Efficient administration skills to support good student record keeping	E	
Skills in working as a member of a team and motivating colleagues	E	
Energy and enthusiasm for working in a rapidly changing environment and ability to demonstrate flexibility in working practices	E	
The use of a wide range of teaching aids, including ILT as applicable	E	
Excellent organisational skills	E	
Professional and approachable	E	
Demonstrable teamwork	E	
Tactful and diplomatic	E	
Ability to work on own initiative and under pressure	E	
Flexibility in approaching work situations	E	
Able to work confidentially	E	
Ability to work safely at all times, in accordance with the college and academy risk assessment procedures and to contribute to the development of risk assessments as directed by line managers	E	
Willing to acquire new skills and undertake further training when necessary	E	