Job Description

Criminology, Psychology and Public Services

Waltham Forest College

INTRODUCTION

OUR VISION

Careers focussed education inspiring learners to create their future.

OUR MISSION

To deliver outstanding technical and professional learning, which raises aspirations, develops skills and creates futures

OUR VALUES



JOB DESCRIPTION

This Job Description sets out the organisational position, reporting lines, key accountabilities and relationships.

Post	Lecturer – Criminology, Psychology and Public Services
Department	Public Services
Pay Spine	Teaching and Learning SP 21-38
Post Reports To	Head of Industry Pathways and Placements

POST OUTLINE:

The main purpose of the job is to teach students to maximise their success. To design, develop and produce learning and teaching material and deliver either across a range of modules or within a subject area. Lecturers will ensure the efficient strategy, policy and procedures, contribute to activities which influence leading edge practice in a way that engages, inspires and leads to high achievement.

KEY RESPONSIBILITIES

1. To monitor, evaluate and improve the quality and effectiveness of learning programmes, sessions and own practice.

2. Maintains and provides records and statistical checks in relation to own teaching, including enrolment checks, attendance records and the like

MAIN RESPONSIBILITIES

1. Exam Preparation and Assessment: Prepare students for exams, mark classwork, homework, and mock exams. Monitor student progress and contribute to curriculum development where appropriate.
2. Quality Assurance: Utilise knowledge of internal quality assurance with awarding bodies such as NCFE, WJEC, and BTEC.
3. Subject Expertise: Adapt lesson plans to meet industry requirements and awarding body standards, using your subject matter expertise in Criminology.
4. Organising Educational Trips and Work Experience: Plan visits to law firms and courtrooms, support the Duke of Edinburgh Award, and collaborate with external partners such as the Metropolitan Police and London Fire Brigade to arrange work experience and guest speakers.
5. Residential Trips: Participate in both UK and abroad residential trips, offering flexible support.
6. Teaching and Tutoring: Engage in teaching and learning activities, including tutoring as agreed.
7. Resource Preparation and Assessment: Ensure learning materials are prepared and assessments and assignments are conducted timely.
8. Administrative Duties: Undertake administrative tasks and provide reports and statistics on student and teaching matters.

9. Curriculum Development: Contribute to the development of curricula and learning activities, emphasizing literacy, numeracy, and equality and diversity.
10. Safeguarding Responsibilities: Understand and fulfil personal responsibilities related to safeguarding.
11. Staying Updated: Keep abreast of current issues, changes, and policies in the educational sector.
12. Proactive Participation: Engage proactively in meetings and training sessions as agreed with the curriculum area.
13. Literacy and Numeracy Delivery: Deliver literacy and numeracy instruction as part of the teaching role.

JOB ACTIVITIES:

- Support the promotion of courses and the recruitment and enrolment of learners.
- Ensure effective assessment of learners to help to ensure that learning meets individual needs.
- Maintain a safe learning environment by supporting learners in understanding how to keep themselves, and others, safe and notifying management of any risks.
- Promote the fundamental British values of democracy; the rule of law; individual liberty; the mutual respect and tolerance of those with different faiths and beliefs.
- Utilise a wide range of teaching and learning tools to create and plan interesting and engaging learning opportunities.
- Deliver outstanding learning, using creative learning strategies that will inspire and engage learners to reach their full potential.
- Provide learners with academic and pastoral support to help them achieve their goals.
- Mark and assess learners' work, providing feedback that supports learners to improve.
- Take responsibility for the progress and achievement of all learners on your course.
- Champion our Maths and English strategy and embed the development of these in your teaching.
- Lead a programme or course, maintaining high standards of behaviour and performance, and providing high quality experiences to raise learners' aspirations.
- Liaise with student support functions, external agencies and parents to help ensure that learners make good or better progress.
- Use and analyse programme data to support effective course management.
- Deliver IAG to support learners' decision making and high rates of progression.

Other

- Keep knowledge and skills up-to-date through self-study and undertake staff development and secondments relevant to professional needs.

- Promote Equal Opportunities and implement the College's Equality and Diversity Policy and Safeguarding Policy.

- Provide a secure, safe and friendly learning environment including implementation of College's Health & Safety Policy.

- Carry out any other duties commensurate with the scale and grade of the post.

Waltham Forest College commitments

Waltham Forest College aspires to be an outstanding College and in recognition of the crucial role that members of staff play, individually and collectively, in achieving and maintaining high standards all employees are required to:

- Be a positive ambassador for the College at all times.

- To adhere to the College's policies, procedures and practices regarding the safeguarding of learners, including attendance at training and updating sessions as required and responding appropriately and supportively to any issues associated with safeguarding.

- Adhere-to the College policies, codes, procedures and frameworks.

- Undertake continuing personal and work related professional and skills development.

- Work collaboratively with colleagues across the College as a whole so as to support the achievement of the College goals.

- Be a positive role model in terms of supporting and promoting equality & diversity.

- Understand and actively support the College's approach to health and safety and, in particular, to take into account the duty of care for others and oneself in all day to day actions.

- Challenge unacceptable behaviour (such as, for example, discriminatory language, not wearing College ID, shouting or playing loud music in corridors, spitting or swearing) whilst not putting one's personal safety at undue risk.

- Make an active and positive contribution to team meetings, one to one sessions with line managers and the appraisal process

In recognition of the ever-changing environment in which the College operates, the contents of this job description will be the subject of regular review in consultation with the post holder

Person specification

Essential/Desirable criteria will be identified at*	AF	I	A
EDUCATION AND TRAINING			
Relevant degree/professional/vocational qualification at Level 3 or above	E		
Level 2 (or above) English qualification	E		
Level 2 maths qualification	E		
Teaching qualification in line with current FE requirements, or the willingness to obtain one	E		
Attendance at recent training and updating events in the relevant area	E		
EXPERIENCE			
Teaching or training experience	E		
Significant experience within a relevant profession/subject area	E	E	
Understanding or experience of promoting and embedding widening participation, inclusive learning and equal opportunities	E	E	
Experience of administration and organisation to ensure the achievement of deadlines	E	E	
Experience of continuous quality improvement	E	E	
Experience of contributing to a curriculum area to ensure high quality outcomes as measured by recruitment, retention, achievement and progression		D	
Experience of curriculum development		D	
SPECIAL ABILITIES AND APTUTUDE			
Computer literacy and IT skills	E	E	
Possession of excellent communication skills (oral and written)	E	E	E
Ability to deliver a good or outstanding learning session	E		E
Commitment to putting learners and learning at the forefront of all actions	E	E	
Ability to use an appropriate range of learning resources to promote high quality teaching and learning		E	E
Ability to work collaboratively and supportively as part of a team		E	
Ability to work both under direction and on personal initiative		E	
Aptitude for proactive identification and solution of problems and barriers to effective working		E	
Ability to identify the appropriate support for the language, literacy and numeracy needs of learners	E	E	
Ability to work under pressure and meet targets and deadlines		E	E
Ability to adopt a customer/learner orientated approach	E	E	E
OTHER REQUIRMENTS			
Commitment to safeguarding and promoting the welfare of children, young people and vulnerable adults	E	E	
Commitment to working with diversity and a range of ability levels	E	E	
Commitment to the highest possible levels of health and safety for students, staff and others	E	E	
Flexible approach to hours and duties		E	

Ability and willingness to undertake continuous professional development	E	E	
To have strong sense of purpose and the drive to achieve agreed goals		E	

* **Key:** AF = Application Form, I = Interview, A = Assessment