# JOB DESCRIPTION
# Lecturer – Travel and Tourism

Waltham Forest College

# INTRODUCTION

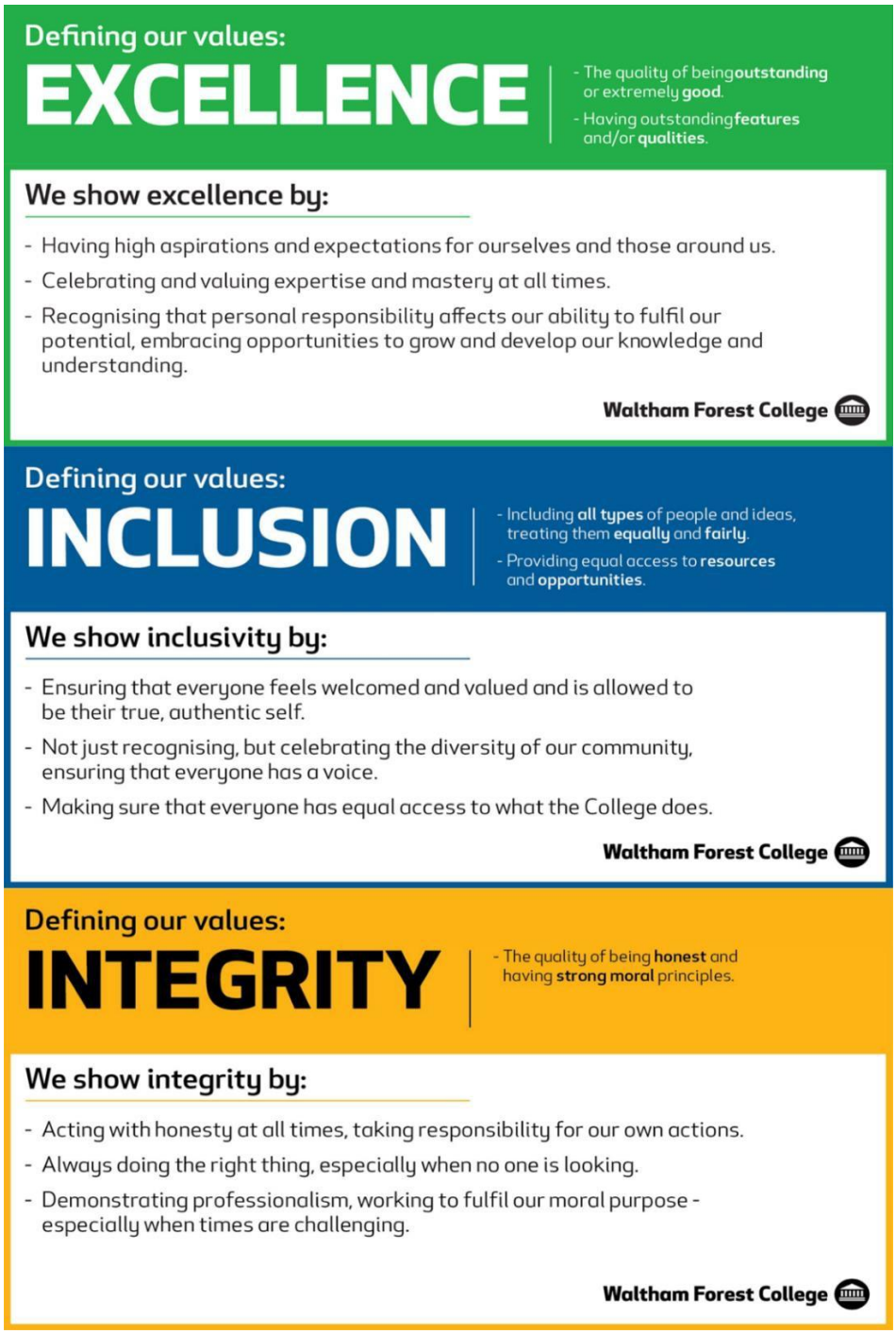
**OUR VISION**

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 | Travel & Tourism Lecturer |
| Department | Travel & Tourism |
| Pay Spine | Teaching & Training 21 – 38 |
| Post Reports To | Deputy Head |

**POST OUTLINE:**

To undertake teaching and related duties that fully support students throughout their learning journey and provide them with a high quality learning experience.

**MAIN TASKS**

- To promote the highest possible standards in customer care, equal opportunities and health and safety practices for the benefit of learners and the wider community served by the College.
- To safeguard and promote the welfare of children, young people and vulnerable adults served by the College.
- To participate in the learner recruitment process.
- To identify and assess learners' needs throughout their programme of study.
- To plan, design and deliver learning programmes/sessions and facilitate learning in line with course aims, objectives, mode of assessment and accreditation.
- To monitor, evaluate and improve the quality and effectiveness of learning programmes, sessions and own practice.
- To undertake specific course leadership.

**JOB ACTIVITIES**

Learner Recruitment

- To assist in the admission and enrolment processes of learners, in line with agreed policies and procedures, and in doing so to seek to ensure that all students (actual and potential) are placed on the appropriate programme for their needs and abilities.

Identify and Assess Learner's Needs

- To assist learners in accessing learning support as appropriate and refer learners to the Skills Centre, Inclusion Centre and others as appropriate.

- To assist in the induction process throughout the year, in line with agreed policies and procedures.

- To work collaboratively with Personal Tutors and contribute to target setting and individual learning plans.

- To act as a tutor for an identified cohort(s) of students and to take responsibility for action planning (through the tutorial system) associated with the cohort.

Plan, Design and Deliver Learning Programmes and Facilitate Learning

- To provide high quality teaching and learning opportunities that maximise student participation and involvement in all aspects of the learning process.

- To teach on appropriate courses and to undertake associated duties related to the learners' progress, including the assessment of work, providing feedback, setting targets, following up on attendance, writing reports and attending parent evenings.

- To ensure that learners' English and maths skills are developed across all subject areas.

- To use innovative, high quality learning methods, modes of delivery and resources, including E-learning that are responsive to the needs of individual learners.

- To undertake administrative and organisational duties associated with teaching including, processing of essential forms and data, preparation, marking of registers, examinations, educational guidance and any other associated duties.

Monitor, Evaluate and Improve the Quality and Effectiveness of Learning Programmes, Sessions and Own Practice

- To carry out course-related quality processes and contribute to the preparation of documentation as appropriate.

- To contribute to the Self-Assessment process.

- To provide appropriate monitoring and quality documentation/statistics as required using standard College systems.

- To attend meetings as appropriate, including all relevant team meetings held to monitor the learning experience, and to contribute to the implementation and review of action plans through the College's quality assurance systems.

- To undertake College training and development as required and to take responsibility for keeping themselves up-to-date with developments in their professional area and also in the practice of teaching and learning.

Course Leadership

- To carry out tasks related to a cohort including induction, examination entry, recording of results and progression and discipline records and to report on the progress of individuals and the cohort.

- To participate in careers events/open days and other marketing opportunities as appropriate and assist in the preparation of course leaflets and publicity materials.

- To manage student behaviour in line with published policy and procedure, in classrooms and generally across the College.
- To develop learners' employability skills and identify work-related and other progression opportunities for learners.
- To promote equality and diversity in the delivery and practice of the Curriculum Area.
- A willingness to undertake first aid training and to undertake the role of first aider as needed
- To act as an internal verifier, as appropriate.

Other

- To provide assistance and cover for colleagues as necessary, taking on additional projects as required.
- To accompany and be responsible for groups of learners on educational visits including residential visits both home and abroad.

# 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 | | | |
| • 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