



EAST COAST COLLEGE

Job Description

Job Title:	Lecturer
Reports to:	Head of Department
Terms of Employment:	Academic
Salary Banding:	Lecturer Scale

Purpose of Role:

Deliver outstanding and innovative teaching and learning to a wide range of students across the college provision, supporting students to achieve excellence and reach their full potential.

Duties

1. Teaching and Learning

- 1.1. Develop and deliver teaching and learning provision within a variety of curriculum areas.
- 1.2. Prepare schemes of work, lesson and assessment plans.
- 1.3. Work with tutors to embed English and maths into the curriculum area.
- 1.4. Ensure resource material and teaching reflect best practice, contributing to the quality of provision as measured by retention, attendance, success rates, grades and value added.
- 1.5. Work with other members of the team and external organisations including employers, to support the development of skills and progression into employment and university.
- 1.6. Contribute to course review, evaluation and development, attending course team meetings as required.

2. Tutorial and Student Review

- 2.1. Action planning (initial and on-programme)
- 2.2. Progress reviews
- 2.3. Tracking and monitor student progress against targets and take appropriate actions
- 2.4. Advice and guidance, including HE where applicable
- 2.5. Delivery of the College tutorial scheme of work
- 2.6. Completion of tutorial documentation
- 2.7. Careers advice and information
- 2.8. Identifying learning support needs
- 2.9. Initial assessment
- 2.10. Reports to parents/carers/employers
- 2.11. Delivery of an induction programme, including late starters
- 2.12. Encourage participation on the College enrichment programme
- 2.13. Monitoring students considered "at risk" and ensuring suitable support
- 2.14. Liaising with course teams, additional learning support and all parties involved in the learning programme and pastoral needs of the student
- 2.15. Production and management of online course content via the college VLE
- 2.16. Attend EHCP reviews as required

3. Course Organisation and Development

- 3.1. Marketing and promotion activities, including employer liaison, e.g. open events.
- 3.2. Ensure courses and delivery are at least in line with national standards and measures.
- 3.3. Management of college expectations and the promotion of positive student behaviour.

- 3.4. Enrolment, e.g. enrolling students at relevant points throughout the academic year, interviewing potential students, initial assessments.
- 3.5. Assessment and verification, e.g. internal verification, meeting with external moderators, examination entries, contact with external agencies.
- 3.6. Learner data, e.g. enrolling students, recording and monitoring attendance/absence, completing registers, completing transfer, withdrawal and claims documentation in a timely manner.
- 3.7. Quality, e.g. student and course timetable modification, course team meetings, completing course and self-assessment reviews, contributing to cross-college quality initiatives.
- 3.8. Curriculum development, e.g. preparation of teaching for learning materials, identification of student/client needs, involvement in the development of new programmes or the modification of existing programmes.
- 3.9. Manage the day-to-day aspects of course e.g. liaising with stakeholders such as parents, promoting positive attendance, intervention for those at risk along with keeping accurate records via the College's EILP.
- 3.10. Mentorship of new members of the delivery team.

This Job Description sets out the major duties associated with the stated purpose of the post. It should not be assumed that other duties of a similar level/nature undertaken within the section are excluded simply because they are not itemised.

The duties of this post could vary from time to time as a result of new legislation, changes in technology or policy changes, should there be such variation, appropriate training will be given to enable the post holder to undertake the new/varied work.

All Team ECC staff members are required to:

- Promote a teaching, learning and working environment that is free from discrimination and where all students and staff are encouraged to express their individuality.
- Be responsible for safeguarding and promoting the welfare of students.
- Ensure literacy, numeracy and diversity are embedded and promoted.

- Ensure the health, safety and wellbeing of students, staff, contractors and visitors, in accordance with the College Health & Safety Policies.
- Ensure that all staff and students in your area are aware of safeguarding requirements and comply with the College's Safeguarding Policy.
- Attain level 2 Literacy and Numeracy.

Confidentiality and Information Sharing

The post-holder must handle all student and staff information confidentially and share it only with authorised individuals in line with safeguarding and data protection requirements.

Person Specification

Essential Criteria	Desirable Criteria	Assessment Method
Qualifications and Training Minimum Level 3 in a field related to area of teaching *Minimum Level 7 in field related to area of teaching for HE Delivery Level 5 teaching qualification or willingness to achieve within 3 years (Level 3 for VH contracts) Level 2 literacy Level 2 numeracy Evidence of continuous professional development	Qualifications and Training	Certificate evidence
Knowledge Good subject knowledge and understanding of the relevant curriculum The features of good quality teaching and learning Safeguarding young people and vulnerable adults and how this is promoted in the role Promoting equality and how this is achieved in the role	Knowledge Relevant qualification and quality framework	Application Interview
Experience and Skills Teaching/Training delivery	Experience and Skills SEND and additional needs	Application

<p>Coaching and mentoring</p> <p>Verbal and written communication skills with a range of stakeholders</p> <p>Use of a broad range of assessment measures as a driver for improving learners' performance</p> <p>Effective behaviour management</p> <p>Motivating all learners to make positive contributions to the learning environment</p> <p>Inspiring learners to fulfil their potential for learning</p> <p>Good learning and teaching standards or demonstrate the potential to attain</p> <p>Innovative and competent in using a range of resources to provide a stimulating learning environment including the use of virtual learning</p> <p>Effective team working skills with a record of working co-operatively to achieve individual and team goals</p> <p>Good administrative and organisational skills including ability to work to deadlines</p>	<p>Delivering and assessing qualifications</p> <p>Working with awarding bodies</p> <p>Exam procedures</p>	<p>Interview</p>
<p>Personal Qualities and Abilities</p> <p>Committed to a high quality, student focused approach to learning</p>	<p>Personal Qualities and Abilities</p>	<p>Application</p> <p>Interview</p>

<p>Willingness to ensure subject specialist knowledge and teaching and learning practise is kept up-to-date</p> <p>Willingness to work closely and share responsibilities, skills and knowledge with other team members</p> <p>Successful</p> <p>Professional</p> <p>Aspirational</p> <p>Respectful</p> <p>Maintain a safe and appropriate environment for children and young people</p>		
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East Coast College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

