



Job Description

Lecturer/Assessor: Adult Employability Programmes

Job Title:	Lecturer/Assessor: Adult Employability Programmes
Hours:	36 hours per week, 52 weeks per year
Grade:	Academic Pay Scale pt. 24 - 36
School:	HCUC Apprenticeships and Skills
Reporting to:	Employability & Projects Manager
Bases:	Richmond upon Thames Campus (main base), Hayes Campus, Harrow on the Hill Campus

BACKGROUND

The post of Lecturer/Assessor involves considerable subject-based and pedagogic knowledge and understanding. It is essential that the post holder is motivated to keep up-to-date with developments in their professional area and also in teaching and learning practice. Lecturing duties include all aspects of the learning process, including preparation and planning, and the assessment and evaluation of students. All post holders are expected to consistently review and assess their performance alongside colleagues and engage in positive and critical debate on pedagogic issues. All lecturers must be committed to inclusive learning and ensure that they demonstrate the very best practice to meet individual learner needs including the promotion of equal opportunities. All staff are required to implement college policies. Further Education is an ever-changing service and all staff are expected to participate constructively in college activities and to adopt a flexible approach to their work. This job description will be reviewed annually during the appraisal process and will be varied in the light of the business needs of the College.

Main Scope of Post

- The Lecturer/Assessor will teach and assess on Entry 3 - Level 1 Personal Development for Employability, Entry 3 – Level 1 Introduction to Customer Service, Level 1 Business and Administration, and Entry 3 and Level 1 Essential Digital Skills short courses, and contribute to ongoing curriculum development to meet employer and market needs. The main purpose of the job is to ensure the retention and achievement of students through the delivery of good practice in teaching and learning, and to enable them to acquire the skills and knowledge to apply for and secure employment.

- To carry out high quality classroom-based or online training, either on any college campus or at other suitable locations, including at employer premises. Training can be face-to-face or delivered remotely. Utilise IT applications (i.e. MS Teams) to competently deliver remote sessions to learners.
- Support and prepare learners for job interviews through our SWAPs (sector-based work academy programmes) to ensure a high percentage of learners go into sustainable employment after their training.

DUTIES

Recruitment of Learners

1. Participate in open evenings and recruitment activities to ensure that potential applicants and learners receive accurate information and guidance.
2. Complete and contribute to the production of accurate information and fact sheets.
3. Working with the Apprenticeships & Skills recruitment team to support the interview of potential applicants.
4. Contribute to the development, promotion and delivery of the team's marketing and recruitment strategies.

Induction and Support for Learners

1. Working in partnership with employers, carry out learners' inductions and contribute to the design of induction programmes.
2. Assist in the production of course handbooks.
3. Carry out academic progress reviews, including the completion of necessary documents.
4. Understand and keep up-to-date with learners' support and learning support arrangements, ensuring learners have full information and making appropriate referrals.
5. Ensure that basic skills initial and diagnostic assessments and skills scans are undertaken and that learners receive effective learning support.
6. Ensure that resources within your subject area are kept up-to-date and accessible to apprentices and other staff in liaison with the curriculum managers and the College's Learning Centres.
7. Prepare learners for career progression and/or further education and training.

8. Produce reports and attend events to provide information to learners/employers.

Design and Delivery of Programmes

1. To teach and assess across the Entry 3 and Level 1 Personal Development for Employability, Entry 3 and Level 1 Introduction to Customer Service, Level 1 Business and Administration, and Entry 3 and Level 1 Essential Digital Skills short courses.
2. Prepare case conference notes, progress reviews, schemes of work, lesson plans and resource materials for teaching programmes and oversee the preparation of these for courses within their remit.
3. Utilise IT and learning technology to deliver elements of the curriculum.
4. Develop learners' literacy and numeracy skills through the embedding of these in teaching, learning and assessment.
5. Ensure aspects of safeguarding, Prevent and British values are embedded in training delivery.
6. To teach an average of 24 hours (per week) across a range of Employability programmes.
7. Assess learners' progress regularly including the timely marking of work and giving feedback, both written and oral, in compliance with College and awarding body policies and procedures.

Quality

1. Carry out learners' questionnaires and elicit learner feedback on the quality of teaching and learning.
2. Participate in programme reviews of courses within their remit and the implementation and monitoring of action plans.
3. Participate in the College's formal Lesson Observation process on an annual basis, which requires at least one graded Lesson Observation to take place. Further Lesson Observations may be required under the College's Capability Procedure.
4. Participate in the College's formal Progress Review Observation process on an annual basis.
5. To participate in the IQA process
6. Meet or exceed targets for achievement, retention and attendance and for courses within their remit monitor progress towards achieving these including through close monitoring of assessment tracking.

7. To contribute to the development, planning and implementation of new initiatives within Apprenticeships and Skills.
8. To actively contribute to Course Team meetings and contribute to HRUC Apprenticeships & Skills
9. To participate fully in the marketing of courses and promotional events both on and off site.
10. To assist in the updating of statistical information required for attendance, retention and achievement.
11. To take effective links with any relevant outside agencies including employers to both secure apprentice growth and progression.
12. To take an active role in the reviewing of curriculum and quality procedures.
13. To contribute to and monitor the deployment of resources, physical and human, within the department.
14. To contribute to the general development of HRUC Apprenticeships and Skills.

OTHER DUTIES

1. To take an active part in the appraisal and mentoring processes.
2. To comply with all relevant Health and Safety regulations and assist the College in the implementation of its own Health and Safety policy.
3. To comply with and actively promote within their section the College's Equal Opportunities Policy.
4. To participate in and contribute to the College's in-service development and training activities.
5. To carry out all other duties as may be reasonably required.

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Person Specification

	Essential	Desirable	How assessed?*
Qualifications			
Degree in the relevant subject areas		✓	Cert/AF
An advanced level teaching qualification (e.g. PGCE/DET or equivalent) or agreement to achieve this within two years of appointment	✓		Cert/AF
Assessor qualifications (A1 or equivalent)	✓		Cert/AF
Knowledge and Experience			
Minimum of two years' successful teaching and assessing experience in the relevant subject areas	✓		AF/IV
Some experience of leading/supervising a team		✓	AF/IV
Experience of delivering Functional Skills		✓	AF/IV
Other Skills			
The ability to enthuse and inspire vocational learners	✓		IV/T
Good classroom practice	✓		IV/T
Good communication skills, written and verbal	✓		AF/IV
Strong administrative and organisational skills	✓		AF/IV
Good interpersonal skills	✓		IV/T
Good IT skills	✓		AF/IV
Ability to embed Maths, English and ICT effectively within the curriculum	✓		AF/IV
Tutoring experience	✓		AF
Self-motivation	✓		IV
Commitment to Equality and Diversity and Safeguarding in an education environment	✓		AF/IV
Commitment to learners and learner achievement	✓		AF/IV
Commitment to implementing College compliance procedures and other policies	✓		AF/IV
Evidence of continuous professional development	✓		AF/IV
Competencies			
<i>Academic staff should be able to demonstrate competency in all of the following areas:</i>			
Communication			AF/IV
Planning and Organising			
Interpersonal Sensitivity			
Adaptability/Flexibility			
Results Focus			

Evidence of criteria will be established from:

AF = Application Form

IV = Interview

T = Test (Micro-teach/skills test)

Cert = Certificates checked on induction