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##### Job Description

Lecturer: Teacher Training

Job Title: Lecturer: Teacher Training

Hours: 14.4 hours per week, 52 weeks per year

Section: Academic Standards

Grade: HRUC College Academic Pay Scale pt. 23 – 36

Reporting to: Teaching and Learning manager

Base: Richmond College Campus

# **BACKGROUND**

The post of lecturer/teacher trainer involves advanced subject-based and pedagogic knowledge, skills and understanding. It is therefore essential that the post holder is an experienced, fully qualified and outstanding reflective practitioner with a range of experience in teaching adults with an awareness of different subject specialist requirements and approaches. They need to have experience in coaching/mentoring colleagues and giving constructive feedback. Teacher training is more complex than teaching; it includes all aspects of the learning process, including preparation and planning, and the assessment and evaluation of students, and in addition, being able to identify both generic and subject specific elements of effective teaching, learning and assessment. 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 ensuring that they take on 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 PURPOSE OF THE POST**

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. The main profile of the Teacher Education section is staff training to achieve Initial and Advanced Teaching Qualifications for the FE and Skills Sector. The Lecturer will teach, develop and improve programmes of study in subjects and courses relevant to the post-holder’s knowledge, qualifications and experience.

All lecturers have a generic list of duties and some which are specific to the postholder. Specific duties include:-

* To teach on a range of Teacher Training Programmes as required by the School, such as the Level 3 Award in Education and Training (AET), the Level 5 Learning and Skills Teacher Apprenticeship and the Level 5 Diploma in Teaching (DiT) for FE and Skills.

# **DUTIES**

# **Recruitment of Students**

* Complete and contribute to the production of accurate information and fact sheets.
* Interview potential applicants and contribute to the College’s interviewing schedules.
* Contribute to the development, promotion and delivery of the team’s marketing and recruitment strategies.

# **Induction and Support for Students**

* Carry out student inductions and contribute to the design of induction programmes.
* Produce course handbooks.
* Carry out academic progress reviews, including the completion of necessary documents.
* Understand and keep up-to-date with student support and learning support arrangements, ensuring students have full information and making appropriate referrals.
* Ensure that all resources, electronic and paper-based within your subject area are kept up-to-date and accessible to students, Teacher Training staff and other staff in liaison with the curriculum managers and the College’s Learning Centres.
* Produce reports and attend events to provide information to employers.

# **Design and Delivery of Programmes**

* Teach on a range of Teacher Training Programmes.
* Prepare schemes of work, lesson plans and resource materials for teaching programmes.
* Utilise IT and learning technology to deliver elements of the curriculum.
* Prepare assessment plans and schedules and ensure students are aware of your expectations.
* Assess students’ progress regularly including the timely marking of work and giving feedback, both written and verbal, including lesson observations of practice.
* To ensure that students attend and achieve on all areas of their study programmes including maths, English and work experience.

# **Curriculum Duties**

* Attend team meetings, college and external partner events as directed by managers.
* Keep records up-to-date, including the completion of registers, and other required documentation.
* Liaise with colleagues to ensure that new members of staff are fully apprised of requirements.

# **Quality**

* Carry out student questionnaires and elicit student feedback on the quality of teaching and learning.
* Contribute to course reviews including reviews of your subject area and the setting, implementation and monitoring of action plans.
* Set targets for achievement, retention and attendance and participate in the College’s performance management programme.

# **Other**

* Keep knowledge and skills up-to-date through self-study and undertake staff development and secondments relevant to professional needs.
* Participate in the College’s staff appraisal and mentoring processes.
* Promote Equal Opportunities and implement the College’s Equal Opportunities Policy.
* Provide a secure, safe and friendly learning environment including implementation of College’s Health & Safety Policy and Safeguarding Policy.
* Complete all documents necessary to comply with College HR policies, e.g. temporary lecturer booking forms, sickness forms, appraisal forms, etc. and ensure all staffing records are kept up-to-date.
* Carry out any other duties commensurate with the scale and grade of the post.

#### Lecturer: Teacher Training

##### Person Specification

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Essential** | Desirable | How assessed?\* |
| Qualifications |
| Degree or high level vocational qualification | **✓** |  | AF/IV/Cert |
| Advanced level teaching qualification recognised by the FE sector (e.g. PGCE, DET)\*\* | **✓** |  | AF/IV/Cert/T |
| Knowledge and Experience |  |  |  |
| An experienced practitioner, with a strong track record in Teaching, Learning and Assessment | **✓** |  | AF/IV |
| Experience of delivering staff development, mentoring and coaching colleagues | **✓** |  | AF/IV |
| Experience of delivering Teacher Training Programmes |  | **✓** | AF/IV |
| Experience of supporting staff to improve Teaching, Learning and Assessment | **✓** |  | AF/IV |
| Evidence of development of high-quality learning and training resources | **✓** |  | AF/IV |
| Experience of conducting developmental lesson observations | **✓** |  | AF/IV |
|  |  |  |  |
| Other Skills / Attributes |  |  |  |
| Ability to engage and inspire vocational learners aged 16-19 and staff from a range of teaching settings | **✓** |  | AF/IV |
| Good communication skills, written and verbal | **✓** |  | AF/T |
| Good interpersonal skills | **✓** |  | IV/T |
| Good classroom practice | **✓** |  | IV/T |
| Good IT skills | **✓** |  | AF/IV/T |
| Ability to develop English, maths and IT skills within the curriculum | **✓** |  | IV/T |
| Good administrative/organisational skills | **✓** |  | AF/IV |
| Ability to work effectively as part of a team | **✓** |  | AF/IV |
| Commitment to continuing professional development | **✓** |  | AF |
| Self-motivation | **✓** |  | AF/IV |
| Understanding of and commitment to Equality and Diversity and Safeguarding in an education environment | **✓** |  | AF/IV |
| Awareness of and sensitivity towards the different learning needs of students | **✓** |  | IV |
| Commitment to learners and learner achievement. | **✓** |  | IV |
| Ability to identify strengths and areas for development in teaching practice, with strategies to improve |  | **✓** |  |
| Have a wider understanding of the institutional and educational policy, drivers and stakeholders |  | **✓** |  |
| **Competencies**  *Academic staff should be able to demonstrate competency in all of the following areas:*  Communication  Planning and Organising to meet deadlines  Interpersonal Sensitivity  Adaptability/Flexibility  Results Focus |  |  | AF/IV |

\*Evidence of criteria will be established from:

Cert = Certificates checked at interview and on induction

AF = Application Form

IV = Interview

T = Test (Micro-teach or skills test delivered at interview stage)

\*\*Qualifications that are equivalent to the Diploma in Education and Training (DET) include: DTLLS (Diploma in Lifelong Learning Sector); 7407 Stage 3/FE Certificate Stage 3; older Certificates in Education; Post Graduate Certificate in Education (PGCE) – FE and/or Secondary; any qualification bearing QTS is recognised as fully qualified for the FE sector.