HRUC
HARROW, RICHMOND & UXBRIDGE COLLEGES

JOB DESCRIPTION & CANDIDATE SPECIFICATION

POST	Lecturer – Biology
CURRICULUM AREA	Science and Computing
CAMPUS	Richmond upon Thames College
SALARY	£33,429 to £46,618 per annum inclusive of LW dependent on qualifications and experience (pro-rata for part time contracts)
HOURS	36 hours per week
RESPONSIBLE TO	Section Manager - Science

JOB PURPOSE

To fulfil the professional standards expected of all teachers and thereby create effective and stimulating opportunities for learning that enables the development and progression of all learners.

MAIN DUTIES AND RESPONSIBILITIES

Please note that it is expected that teaching duties, as outlined in this section of the job description, will be undertaken in accordance with the Professional Standards for Teachers and Trainers in Education and Training – England as published by The Education & Training Foundation. The expectations are set out in more detail on page 3 of the document. The job description is subject to periodic review.

- Plan and deliver high quality teaching on a range of courses within the curriculum area (vocational and non-vocational).

- Implement assessment procedures in accordance with College policies and the requirements of awarding bodies and prepare and participate in internal and external verification and moderation procedures including attendance at associated meetings.

- Act as a group and personal tutor, delivering the required tutorial programme and providing guidance to tutor group members. Setting personal and academic SMART targets for students.

- In accordance with College policies and guidelines, maintain course and learner records; carry out tracking and monitoring of learner performance and provide information, data and statistical returns as required, using student record information systems as required.

- To provide outstanding learning experience to students, maximising and showcasing of the use of ILT

- Embrace and support new technologies. Using innovative practices to include the use of digital resources (e.g. online learning tools, applications, Microsoft Office 365, etc.)

- Desire to invest in CPD related to teaching technology and their impact on pedagogy

- Adopt a consistent approach in dealing with student discipline in accordance with College policies.

- Liaise with members of the Student Services team and, as appropriate, with parents/carers in the support of learners. Preparation of periodic reports on individual student progress and attendance. Attend parents' evenings.

- Cover classes for absent colleagues in accordance with College guidelines, which may be reviewed from time to time.

- To engage in performance management activities such as Lesson observations, appraisal and CPD.

- Work with members of the Curriculum area's management team and curriculum area colleagues in the development, review and evaluation of the curriculum, including contribution to the self-assessment process.

- Contribute to the preparation of course materials.

- Carry out administrative tasks related to courses and attend meetings as required by the Curriculum area's management team.

- Support the marketing of courses both inside and outside the College including attendance at open events. This will involve flexible working (i.e. occasional evenings and weekend working).

- Assist as required in enrolment procedures. This will involve flexible working (i.e. occasional evenings and weekend working).

- Participation in examination arrangements including invigilation as required

Supplementary duties and responsibilities for certain lecturing posts:

- Assess, review and record learner progress in the workplace.

- Liaise with employers in the support of learners and trainees.

- To plan, organise and accompany educational trips and visits.

GENERAL DUTIES

- Be familiar with policies and procedures that are relevant to his/her post.

- To participate fully in appraisal according to the College requirements and undertake training and development likely to improve personal knowledge and skills as required.

- Maintain a practical understanding of service standards and Quality Improvement initiatives relevant to the curriculum area and work to these standards, engaging in personal and professional development as appropriate.

- To propose any ideas that may help to promote and extend the College's reputation and efficient running of the College.

- Be alert to any indication or allegation of abuse and take appropriate action under the College safeguarding procedures for the protection of children and vulnerable adults.

- Promote equality of opportunity and diversity in all aspects of the job and challenge inequality and discrimination and/or report concerns as appropriate.

- Support the College management in all health and safety matters and take reasonable care for the health and safety of yourself and other persons who may be affected by your acts or omissions at work.

- Undertake any other duties consistent with the objectives and level of responsibility of the post as may be required by the Curriculum management team and/or College Directorate Group.

- To undertake all duties and responsibilities in accordance with College policies inclusive of Equal Opportunities, Data Protection, Child and Vulnerable Adult Protection, Quality and Financial regulations. To report any concerns to the appropriate person.

- To use appropriate management information to recognise and support diversity in the student cohort.

- To work safely, consider the safety of others and work within the guidelines stated in the College Health and Safety Policy.

- To be available to assist in enrolment procedures. This may require additional hours including evenings and weekends, for example during the Autumn Term.

- To work flexibly, this will include evenings, open days, parents' evenings and possibly weekends. Where this requires working outside normal working hours (e.g. evening/weekend working) time off in lieu arrangements will apply.

- To undertake any other duties commensurate with your level of responsibility as may be required by the College Leadership / Management Team(s).

EXPECTATIONS OF ALL TEACHING STAFF

Richmond upon Thames College expects the practice of all teaching staff to be of the highest quality. The following sets out the expectations the College has of its teaching staff. These details reflect the Professional Standards for Teachers and Trainers in Education and Training- England

As a professional teacher or trainer you should demonstrate commitment to the following in your professional practice.

Professional values and attributes
Develop your own judgement of what works and does not work in your teaching and training

1 Reflect on what works best in your teaching and learning to meet the diverse needs of learners

2 Evaluate and challenge your practice, values and beliefs

3 Inspire, motivate and raise aspirations of learners through your enthusiasm and knowledge

4 Be creative and innovative in selecting and adapting strategies to help learners to learn

5 Value and promote social and cultural diversity, equality of opportunity and inclusion

6 Build positive and collaborative relationships with colleagues and learners

Professional knowledge and understanding
Develop deep and critically informed knowledge and understanding in theory and practice

7 Maintain and update knowledge of your subject and/or vocational area

8 Maintain and update your knowledge of educational research to develop evidence-based practice

9 Apply theoretical understanding of effective practice in teaching, learning and assessment drawing on research and other evidence

10 Evaluate your practice with others and assess its impact on learning

11 Manage and promote positive learner behaviour

12 Understand the teaching and professional role and your responsibilities

Professional skills
Develop your expertise and skills to ensure the best outcomes for learners

13 Motivate and inspire learners to promote achievement and develop their skills to enable progression

14 Plan and deliver effective learning programmes for diverse groups or individuals in a safe and inclusive environment

15 Promote the benefits of technology and support learners in its use

16 Address the mathematics and English needs of learners and work creatively to overcome individual barriers to learning

17 Enable learners to share responsibility for their own learning and assessment, setting goals that stretch and challenge

18 Apply appropriate and fair methods of assessment and provide constructive and timely feedback to support progression and achievement

19 Maintain and update your teaching and training expertise and vocational skills through collaboration with employers

20 Contribute to organisational development and quality improvement through collaboration with others

EXPECTATIONS FOR ALL STAFF

All members of staff at the College are expected to be:

- **Responsive & Adaptive**

  Responsive to change, creating new opportunities for meeting new challenges

- **Creative, imaginative and entrepreneurial**

  Innovators and commercially aware

- **Collaborative**

  Promote 'team-ship' through collaboration and taking pride in their work and the College

- **Passionate professionals**

  Role models committed to continually improving themselves and ultimately the experience and success of our students

- **Accountable**

Understand the impact of (and take responsibility for) their actions upon College stakeholders

PERSON SPECIFICATION

The selection process will involve assessments being made on the extent to which applicants meet the criteria listed in the table below.

The methods by which each of the selection criteria are expected to be assessed are identified in the table.

AF = Application Form I = Interview PE = Practical Exercise(s)

		How Assessed
1.	Hold a relevant degree or equivalent qualification within the subject area	AF
2.	Hold a recognised full teaching qualification or be willing to undergo teacher training in line with current regulations	AF
3.	Level 2 Maths and English	AF
4.	Good subject knowledge and understanding of the relevant curriculum, qualification and quality frameworks	AF/I

5. A clear understanding of the features of high quality teaching and learning in the post-16 sector	AF/I
6. Proven good standard of teaching skills and abilities ordemonstrable potential to attain the highest standards of teaching	AF/I/PE
7. Innovative and competent in utilising all available resources to provide a stimulating learning environment, including use of digital resources, e.g. applications, online learning tools, etc.	I/PE
8. Effective in managing behaviour and in motivating all learners to make a positive contribution to the learning environment and fulfil their potential for learning	AF/I/PE
9. Effective in using a broad range of assessment measures as a driverfor improving learners' performance	I
10. Demonstrable commitment to achieving the highest possible standards for all learners with a proven record of enabling learners to fulfil their potential	AF/I
11. Excellent team-working skills with a record of working co-operatively to achieve individual and team goals	I
12. Excellent interpersonal skills and the ability to communicate effectively, both verbally and in writing, with all stakeholders	I
13. Good administrative and organisational skills	I
14. Proficient in Microsoft Office applications (Word, Excel, PowerPoint, Internet and email) and in using student record information systems	I
15. Demonstrable effectiveness in promoting equality and diversity through teaching, managing the learning environment and challenging discriminatory behaviour and attitudes	I
16. Commitment to the safeguarding of all learners	I

CONDITIONS OF SERVICE

The leave entitlement for teaching staff is 43 annual leave days, up to 5 closure days plus Bank and Public holidays normally observed in England and Wales (pro-rata for part time staff). Other conditions of service are governed by local College agreements, policies and procedures, which are subject to change following consultations with staff and trade unions.

The appointment will be subject to satisfactory references and completion of a probationary period as well as medical clearance, an enhanced disclosure from the Disclosure and Barring Service (DBS), evidence of eligibility to work in the UK and evidence of qualifications. All of the above checks must have been completed before the start of the employment.