

City and Islington College Job Description and Person Specification

Post:	Hourly Paid Lecturer in Health and Social Care
Contract:	Temporary
Hours:	Variable
Reporting to:	Flora Thomas: Curriculum Manager for Health and Social Care
Responsible for:	Health and Social Care Study Programmes and Adult Provision Holloway Campus
Grade:	Hourly Paid Lecturer
Salary:	£26.83 or £28.47 (QTS Qualified) per hour

Key Purpose

To teach on a range of courses within the department, and to carry out related duties in terms of marking and preparation, staff and curriculum development, course administration, and student support and tracking.

Main Duties and Responsibilities

- To implement the College Policy for Equality of Opportunity in all aspects of the post.
- To teach on a range of courses within the Department of Health and Social Care – from Entry 3 to Level 3.
- To undertake the role of Course Tutor, for a group / groups of students, which includes study support, pastoral care and development and growth of the individuals in line with their career aspirations.
- To monitor attendance, timekeeping, assignment completion, homework etc and put in place interventions to deal with students who are not performing to required standards.
- To monitor and evaluate student progress and achievement and to keep accurate and updated student records, including registers, reports, assessment records and statistical data and course files.
- To participate in course team meetings, verification meetings, enrolment events and parent evenings as required.
- To implement curriculum and course development within the department in conjunction with the Course Co-ordinators and /or the Course Team Leader.
- To work with the course team to review the course and ensure the College quality assurance cycle is implemented.
- To develop learning materials in line with aims, objectives, mode of assessment and accreditation. This will include learning materials for both face-to-face and online delivery.

- To provide course and student information and statistics required by the College.
- To identify students requiring extra support and refer them appropriately.
- To provide reports on students and to write references as required.
- The work may be carried out in the post described on any of the college sites.

Expectations of the Post Holder

- To demonstrate model behaviours that, at all times, are consistent with an open, inclusive and participative style.
- To be proactive in identifying and pursuing opportunities that are appropriate to maintaining his/her professional development, and actively participate in the Group's appraisal scheme.
- To carry out his/her duties at all times with due regard to the Group's policies, including Safeguarding, Health & Safety, Equal Opportunities, and Data Protection, and participate in training as and when required.
- To work flexibly and to undertake such other duties that may reasonably be allocated by the line manager.

Special Conditions

1. The nature of this post means that the post holder may need to travel from time to time to other College centres and external venues.
2. The post holder will be contracted to work for a defined number of hours per week but it is a requirement of this post that the holder will flex these hours to reasonably meet the needs of the service, which may include working occasional evening and weekends.
3. This post falls within the scope of the regulations requiring a Disclosure & Barring Service (DBS check).

N.B. This job description is designed to outline a range of main duties that may be encountered. It is not designed to be an exhaustive listing of tasks and can be varied in consultation with the post holder in order to reflect changes in the job or the organisation.

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We are committed to creating and promoting a diverse and inclusive workforce that better reflects the wider community we support. We particularly welcome applicants from groups currently under-represented in senior roles, including Black, Asian and Minority Ethnic (BAME), people with disabilities and from the LGBTQ community.

Safeguarding

We are committed to safeguarding and promoting the welfare and safety of our students and expect everybody working for the Group to share this commitment. We actively seek DBS enhanced clearance checks for applications of employment as part of our safeguarding procedures.



Person Specification

	Criteria	Essential	Desirable
Qualifications / Professional Development	The possession of appropriate professional qualifications and/or a recognised teaching qualification	X	
	Appropriate teaching or professional experience linked directly to the curriculum area	X	
Knowledge / Experience	Knowledge of the courses/curriculum relevant to the post, and of recent curriculum and pedagogic developments affecting them	X	
	Understanding of how to adapt and vary teaching styles in order to make learning more affective	X	
	Understanding of the assessment and accreditation requirements for the course/teaching duties relevant to the post	X	
	An understanding and commitment to the College policy on equality of opportunity and a willingness to promote this in all aspects of the work	X	
Skills / Abilities	Proven experience as a teacher in the subject(s)/curriculum area(s) relevant to the post	X	
	The ability to relate to, communicate effectively with, and counsel students, both school leavers and adults, and to monitor their progress	X	
	An ability to maintain good working relationships with colleagues, to work as part of a team and, if appropriate, to provide team leadership	X	
	High level of organising and administrative skills and a readiness to carry out admin and student support/tracking duties consistently and to a high standard	X	