

## Job Description and Person Specification

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<b>Post:</b>	Lecturer in Science – Physics
<b>Contract:</b>	Permanent, Full Time
<b>Hours:</b>	35 per week
<b>Reporting to:</b>	Curriculum Manager - Tottenham
<b>Pay Scale:</b>	£28,846 - £43,589 per annum.

### Key Purpose

**The Science and Engineering department at CONEL delivers a range of Science, full time, part time and introduction qualifications. We are also developing our Science apprenticeship offer**

**The courses currently delivered are, Introductory 6-to-10-week programs, including Women only courses. L1 full time BTEC diplomas, L2 full time, part time including evenings, L3 full time, part time including evenings.**

**We are seeking an Science learning manager with Physics as a specialist on an a full time basis with the potential for the right candidate to move into a full time position.**

**There is some flexibility and courses taught will be determined by the knowledge, Skills, and experience of the candidate, along with the needs of the Department.**

### Main Duties and Responsibilities

- To act as a learning manager and take responsibility for the day-to-day management of courses you deliver for.
- To teach across a range of courses and be involved in student support.
- To prepare appropriate teaching materials, including ICT/ILT materials, and keep them up to date.
- To successfully embed English and Maths in all teaching: both practical and theory.
- To assess and monitor students work.
- To liaise with employers and secure work experience placements; monitor placements and assess in the work place.

- Undertake associated duties of administration and record keeping, enrolment and examination procedures etc.
- To teach across different sites of the College as required.
- To promote the curriculum development of existing and new courses, including monitoring, evaluation and quality assurance.
- Marketing and recruiting students.
- Attend college and section meetings, attend relevant staff development events
- To undertake other duties as appropriate
- To take responsibility around BKSB initial/diagnostic assessment and target setting as per student results for the area of Woodwork/Construction for LD students.
- Record and monitor your student's targets, progress, results, and other areas of study on Promonitor.
- Develop employer links and work experience within the field of science and associated industries.

### **Expectations of the Post Holder**

- Ensure that the college policy for equality of opportunity is adhered to and promoted in all aspects of the postholder's work.
- Ensure effective quality control and continuous improvement in all aspects of the work and responsibilities attached to this post, in keeping with the college's quality assurance procedures and systems.
- Be committed to professional self-development, through participation in in-service training as necessary for the successful carrying out of the job.
- Undertake such other duties as are commensurate with the grade of the post, as maybe reasonably required at the initial place of work or at other locations in the College.
- To comply with and promote College Health and Safety policies and procedures and to undertake recommended Health and Safety training as and when necessary.
- All lecturers appointed to the College can be required to teach a broad range of courses within the curriculum area to a variety of age groups.

**All teaching staff at the College are expected to support students to develop their English and Maths skills, using teaching, learning and assessment opportunities within the curriculum or through the delivery of Additional Learning Support, to do so.** You will be expected to mark students' work carefully and thoroughly, giving advice on how it could be improved, and also correcting spelling, grammar and vocabulary when necessary.

**Newly appointed staff without a Level 2 English and Maths qualification will be supported with in-service training to develop their professional skills to enable them to confidently develop the English and Maths skills of their students.**

**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 to reflect changes in the job or the organisation.

	<b>Criteria</b>
<b>Qualifications / Professional Development</b>	The possession of a degree or equivalent qualification is desirable but not essential, if you have relevant up to date industry experience please consider applying.
	Subject qualification at level 3 or significant and relevant up to date industry experience
	Teaching qualification at PGCE level or willingness to undertake this is essential
<b>Knowledge / Experience</b>	Experience of developing relationships with other employers or experience of working across and alongside various construction trades within projects
	Experience of support, developing and training of staff or apprentices is desirable but not essential
	Commitment to continuous quality improvement in the work attached to the post
	An understanding and commitment to the College policy on equality of opportunity and a willingness to promote this in all aspects of the work
<b>Skills / Abilities</b>	Willingness and ability to pass on knowledge, Skills and experience within the subject specialism
	The ability to relate to, communicate effectively with, and support students, both school leavers and adults, and to monitor their progress
	An ability to maintain good working relationships with colleagues; to work as part of a team and, to provide team leadership when required
	Willingness to learn and be prepared to undertake professional development to improve your teaching practice to enhance your student experience
	High level of organisational and IT skills or the willingness and ability to achieve this with support
	Ability to give advice and information to students across the range of courses on offer within the curriculum area
	Ability to provide additional learning support to students on a range of courses as required
	Excellent interpersonal skills
Enthusiasm for and commitment to the highest possible standards within your industry and to ensure these high standards are embedded and maintained with our students.	