



**Westminster Kingsway College
Job Description and Person Specification**

Post:	Lecturer (A Levels)
Contract:	Full Time (maternity cover)
Hours:	35 hours per week (1.0)
Reporting to:	Head of School – A Levels
Salary:	Teaching Grades

KEY PURPOSE

Based at the King's Cross Centre, you will be responsible for providing effective teaching, support and assessment in A Level Politics.

The post holder will:

- Provide effective and innovative excellent teaching and assessment to a range of A Level students through well planned schemes of learning and highly effective classroom/on-line delivery
- Work to improve attendance, retention, progression, value added and achievement rates on A Level Politics courses
- Set regular progress assessments as defined in the A Level Assessment Strategy and use the results of these assessments to set and review progress targets for students ensuring that risk ratings are updated as required.
- Participate in the interviewing and enrolling of students and assisting in advice sessions.
- Develop resources including e-learning resources for all courses that you teach on.
- Maintain accurate and up to date registers and prepare statistical returns.
- Comply with College quality monitoring policies and procedures.
- Actively participate in the appraisal scheme and actively seek CPD opportunities to keep you up to date with Teaching, Learning and Assessment practices including e-learning strategies.
- Attend course team/ departmental meetings as appropriate.

MAIN DUTIES AND RESPONSIBILITIES

To ensure that the delivery of teaching and learning is of the highest standard and responsive to the needs of the learners, including, in particular:

- Demonstrate model behaviours at all times, that are consistent with an open, inclusive and participative style.
- Be proactive in identifying and pursuing opportunities that are appropriate to maintaining his/her continued professional development.
- Demonstrate a commitment to the development and practice of equal opportunities in every aspect of the life of the College.
- Abide by the College's data protection policy.
- Actively participate in the appraisal scheme.
- Participate in the implementation of and compliance with the provisions of legislation and good practice relating to health and safety, and to undertake recommended Health and Safety training as and when necessary;
- Carry out work in a manner and framework that is consistent with the College's requirement to safeguard children and vulnerable people.
- Undertake such other duties as are commensurate with the grade of the post, as may be reasonably required at the initial place of work or at other locations in the College;
- Work within the College values.
- 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.

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).

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

EDI

We value diversity and positively welcome applications from all backgrounds. This will help ensure our workforce better reflects the diverse wider community we support. Applicants who declare a disability meeting the minimum criteria for the role will be guaranteed an interview.

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	A relevant first degree and/or professional qualification in a relevant subject area.	X	
	A full teaching qualification.	X	
	Evidence of continuous professional development.		
Knowledge / Experience	An interest in and an understanding of the learning needs of students at this level.	X	
	Experience of teaching A Level History and Government & Politics to students aged 16 and above.		
	Good knowledge of curriculum topics in History and Government & Politics	X	
Skills / Abilities	An ability to design, develop and deliver high quality teaching materials including e-learning materials.	X	
	The ability to teach enthusiastically and professionally, with effective classroom management that ensures all learners make good progress	X	
	The ability to effectively plan and develop differentiation within lessons that aid the distance travelled of each learner.	X	
	Excellent classroom skills with the ability to employ a range of teaching strategies that stretch and challenge learners	X	
	Experience of preparing students for formal assessment	X	
	The ability to respond creatively to the specific teaching and learning needs of a diverse community.	X	
	Excellent written skills.	X	
	A strong sense of purpose and the drive to achieve agreed goals.	X	
Other factors	A sound understanding of effective support systems to meet student needs.	X	
	A strong commitment to student success including in-year progress.	X	
	A relentless commitment to excellence and creativity.	X	
	The ability and determination to promote equality and diversity throughout all aspects of College life, including employment and service delivery.	X	