

City and Islington College Job Description and Person Specification

Post: R002305 Lecturer – Foundation Learning (English, Maths and one or more of the following subjects: Catering, Sports, Creative Arts & Media, Performing Arts, Horticulture, Work Preparation, Construction)

Contract: Hourly Paid Lecturer Pool

Hours: TBC

Reporting to: Curriculum Leader

Grade: Teaching and Learning

Salary: £26.83 per hour (unqualified lecturer) / £28.47 per hour (qualified lecturer)

Key Purpose

To facilitate the delivery of, English, Maths and one or more of the following subjects for supported learners: Catering, Sports, Creative Arts & Media, Performing Arts, Horticulture, Work Preparation, Construction (EI – L2).

Main Duties and Responsibilities

In addition to the duties laid down by CIC conditions of service, the post holder will:

- Prepare resources, teach and assess subjects.
- Maintain student records
- Act as a course tutor for cohorts of students
- Participate in the EHCP process with internal and external stakeholders
- Manage and liaise the learning support assistants allocated to your classes.
- Monitor attendance for all aspects of the study programmes
- As part of the course team, you will act as the main point of reference for your cohorts of students. The role includes:
 - (a) Participation in inducting students
 - (b) Providing educational and welfare guidance
 - (c) Assisting students in preparing individual action plans
 - (d) Following up student absence and tracking their course work
 - (e) Acting as the focal point in the maintenance of student discipline within the context of the College student disciplinary procedure

- (f) Undertaking exit interviews with students
- (g) Preparing administrative returns and reports as may be needed in relation to students, including destination records
- (h) Writing student references

- Comply with all administrative tasks relating to the groups.
- Attend all set meetings, professional development days, parents' evenings, opening events.
- Ensure all mandatory CPD is completed.
- Support students effectively in all aspects of their learning as a subject teacher and course tutor.
- Facilitate internal moderation and quality assurance processes
- Liaise effectively with employers, awarding bodies and their representatives. Support students in finding and completing mandatory work experience.
- Produce high quality course documentation and maintain updated student records with accuracy
- Produce high quality assessment materials that comply with National Standards
- React positively to the changing curriculum and help to manage, develop and co-ordinate new and existing courses

Expectations of the Post Holder

- Ensure that the College policy for equality and diversity of opportunity is adhered to and promoted in all aspects of the post holder'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.
- Undertake responsibilities for safeguarding and protecting the welfare of children and vulnerable adults
- To comply with and promote College Health and Safety policies and procedures and to undertake recommended Health and Safety training as and when necessary.
- 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 may be reasonably required at the initial place of work or at other locations in the College.
- 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.

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.

Person Specification

	Criteria	Essential	Desirable
Qualifications / Professional Development	1. Possess at least a Level 2 qualification in Math and English	X	
	2. Possess a teaching qualification	X	
	3. Experience of teaching or training in one or more of the following subjects in a vocational setting: Catering, Sports, Creative Arts & Media, Performing Arts, Horticulture, Work Preparation, Construction	X	
	4. Experience of teaching Entry Level Math and English	X	
	5. Experience of teaching learners with Special Educational Needs	X	
Knowledge / Experience	1. Understand how to support students effectively in all aspects of their learning as a subject teacher	X	
	2. Understand how to support students effectively as a course tutor	X	
	3. An understanding of and commitment to the College's Equal Opportunities policies and a willingness to promote equality of opportunity in all aspects of the work	X	
	4. Understand the requirements of course syllabus / course specifications and quality assurance processes	X	
Skills / Abilities	1. Ability to teach and assess teaching subjects effectively up to level 2	X	
	2. Ability to act as a course tutor to one or more groups	X	
	3. Be able to liaise effectively with Employers, Awarding bodies and their representatives	X	
	4. Ability to produce high quality course documentation and to maintain student records	X	
	5. Ability to produce high quality assessment materials that comply with National Standards	X	
	6. Ability to react positively to the changing curriculum and help to manage, develop and co-ordinate new and existing courses	X	
Safeguarding	1. An understanding of commitment to safeguarding young people and vulnerable adults	X	



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