Westminster Kingsway College

Job Description and Person Specification

**Post:** Lecturer in Applied Science (Biology specialism)

**Contract:** HPL

**Hours:**  35 hours per week

**Reporting to:** Curriculum Leader

**Grade:** Teaching and Training

**Salary**: **£26.87-£28.47 per hour**

**Key Purpose:**

To teach in a range of Biology specialist units on all levels of our Applied Science qualifications, assist in delivering the tutorial programme attached to those qualifications, and act as a personal tutor.

**Main Duties and Responsibilities:**

* Teach a range of Biology specialist units at Level 2 and Level 3.
* Deliver tutorial sessions as part of the Applied Science programme.
* Be involved in student support and pastoral care.
* Monitor student attendance.
* Monitor student progress using PLP systems (ProMonitor).
* Plan lessons meeting the course syllabus, integrating English and Mathematics as far as possible.
* Prepare appropriate teaching materials to support lessons and keep them up to date using a suitable VLE (Teams, Moodle).
* Prepare assessment materials and assess student work following Awarding Body requirements.
* Promote the curriculum development of existing and new courses, including monitoring, evaluation and quality assurance.
* Undertake associated duties of administration and record keeping, enrolment and examination procedures, as necessary.
* Participate in marketing and recruiting activities as necessary.
* Attend College, Directorate and School meetings, as well as relevant staff development events.
* Undertake other duties as appropriate.

**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.
* Comply with and promote College Health and Safety policies and procedures, and 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.

**Basic Skills and Learning Support:**

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.

**Important:**

* When completing your application form and writing your supporting statement please make sure that you cover all the points in the Person Specification using each criterion as a separate heading.
* Please download a copy of the College’s Teaching Standards from [http://www.candi.ac.uk/working-for-us/vacancies/application-information/.](http://www.candi.ac.uk/working-for-us/vacancies/application-information/) These standards are reflected in aspects of the Person Specification and are assessed in the recruitment process.

**Person Specification**

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| --- | --- | --- | --- |
|  | **Criteria** | **Essential** | **Desirable** |
| **Qualifications / Professional Development** | The possession of professional qualifications in a subject relevant to the teaching of Biology and Chemistry specialist units within Applied Science. | X |  |
|  | Teaching qualification / PGCE. | X |  |
| **Knowledge / Experience** | Solid subject knowledge in the area of Biology  | X |  |
|  | Knowledge of the F.E. and 16-19 education sectors within the context of Science. |  | X |
|  | Understanding of how to adapt and vary teaching styles to make learning more effective, including interactive VLE, ICT and E-learning. | X |  |
|  | Understanding of the assessment and accreditation requirements for the courses relevant to the post. |  | X |
|  | Commitment to continuous quality improvement in the work attached to the post. | X |  |
|  | An understanding of and commitment to the College's Equal Opportunities policies and a willingness to promote equality of opportunity on all aspects of the work. | X |  |
| **Skills / Abilities** | The ability to relate to, communicate effectively with, and counsel students, both school leavers and adults, and to monitor their progress. | X |  |
|  | Passion and commitment for working with 16-19 year olds to improve progression opportunities and to support preparation for working life. | 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 organisational and administrative skills and a readiness to carry out administration and student support/tracking duties which, include using online Personal Learning Plans. | X |  |
|  | Ability to give advice and information to students across the range of courses on offer in the curriculum area. | X |  |
|  | Ability to deliver employability skills at all levels and the ability to embed Maths and English in vocational subjects. | X |  |

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