

Lecturer in Performing Arts

Position: Westminster Kingsway College

Responsible to: Curriculum Manager

Liaison with: Student Services team, Learning Support team, Marketing and Comms team

MAIN DUTIES AND RESPONSIBILITIES

Teaching, Learning and Assessment

1. To teach on courses assigned through the college's timetabling process across a range of levels
2. To fully prepare students for public examinations and both internal and external assessment, and endeavour for the successful completion of courses by all students assigned to them
3. To prepare and review schemes of learning in response to the needs of learners
4. To ensure that each student can access lessons, through well planned and suitably differentiated approaches
5. To ensure that students on their courses are well prepared to continue to the next level of study or work
6. To offer enrichment activities that support the progression and interest of the students
7. To participate in any internal moderation or verification processes
8. To uphold the college values and ensure that students in their care abide by them

Record Keeping

1. To maintain accurate records of attendance and to ensure that good attendance to lessons is maintained by all students
2. To maintain accurate records of student achievement in line with the college assessment policy
3. To ensure that students have access to sufficient independent work to be successful on their courses
4. To report on student progress at set points in the year

Liaising with stakeholders

1. To maintain good contact with parents, guardians, and other agencies with interest in student progress
2. To make good use of any learning support assigned to students in their classes and ensure that the use of Learning Support Assistants is well planned
3. To actively promote their curriculum and that of the college to potential students and schools through active liaison, subject networks, and applicant events
4. To prepare and write reference for students

Quality Assurance and Improvement

1. To take an active role in reviewing the standards in their courses and making contributing towards action plans to make improvements
2. To contribute to the self-assessment process
3. To seek out and undertake training that will support improvements in teaching and learning
4. To take part in the college arrangements for quality assurance, including arrangements for annual appraisal processes
5. To take on responsibility to co-ordinate course delivery with others as appropriate

General responsibilities

1. Take responsibility for health and safety issues in all areas of specific responsibility
2. Ensure the Trust's safeguarding, health and safety and equality policies are encompassed within all aspects of work
3. Participate in training and development as required
4. Comply with all Trust policies and procedures
5. Be committed to the promotion of fundamental British values as defined by the Prevent duty
6. To undertake any duties as defined by the College Principals and CEO

Additional Course Leaders responsibilities (for specific named postholders)

1. To co-ordinate the teaching activity on a specific course and ensure that all teachers are following a common scheme of learning
2. Where appropriate, ensure that the units taught meet the needs of students and their progression and make changes
3. To co-ordinate the assessment provision for a course and ensure that it meets national standards. This could include moderation of coursework and internal verification
4. To co-ordinate any external sampling or moderation
5. Pastoral and enrichment for your designated Tutor group

PERSON SPECIFICATION

		Required	Desirable
Qualifications & Experience			
A degree and postgraduate teaching qualification	Q	X	
Highly effective and dedicated teacher	E	X	
Using highly effective assessment strategies	E	X	
Professional experience	E		X
Knowledge & Skills			
Excellent knowledge of post-16 curriculum within the relevant curriculum area	K	X	
Ability to plan and deliver lessons that engage and challenge learners at the appropriate level	S	X	
Knowledge of effective assessment strategies and ability to use these to support student progress	K	X	
Willingness to engage with research that informs own planning and lesson delivery	S		X
Able to undertake effective interventions to improve student performance	S	X	
Willingness to engage in CPD that meets personal and college targets for improving practice	S/K	X	
Knowledge and evidence of implementing equality, diversity and inclusion within an educational environment	K&S		
Using data to inform and deliver curriculum improvement	K&S		X
Excellent written and verbal communication	S	X	
Knowledge and understanding of the safeguarding of children, young people and vulnerable adults	K&S	X	
Attributes			
Dedication to professional development of self and others		X	
Passion to deliver outstanding education		X	
Commitment to deliver the Trust vision and mission at college level		X	
Resilient, honest, and diplomatic with sound judgement		X	
Hold the students at the centre of decision making		X	
A belief in education to change lives and unlock potential		X	
Well organised and able to manage both strategic and operational priorities		X	