

City and Islington College Job Description and Person Specification

Post:	Hourly Paid Lecturer in Team leading/Management & Project Management
Contract:	Hourly Paid
Reporting to:	Curriculum Leader
Salary:	£24.71 per hour (Unqualified) - £26.78 (Qualified)

Key Purpose:

To teach on a range of Team Leading and Management courses from Level 2 – Level 4 and to carry out related duties in terms of marking and preparation, staff and curriculum development, course administration, and student tracking.

Main Duties and Responsibilities:

- To teach on a range of courses in an appropriate area of the curriculum.
- To implement the College Policy for Equality of Opportunity in all aspects of the post.
- To implement curriculum and course development in the area of work in conjunction with the course team.
- To participate in course team meetings as required.
- To monitor and evaluate student progress and achievement and to keep accurate and updated student records, including registers, reports, assessment records and statistical data and course files.
- To work with the course team to review the course and ensure the College quality assurance cycle is implemented.
- To develop learning materials in line with aims, objectives, mode of assessment and accreditation.
- To provide course and student information and statistics required by the College.
- To identify students requiring extra support and refer them appropriately.
- To provide reports on students and to write references as required.
- To monitor attendance, timekeeping, homework etc. and to deal with those students who are not performing to required standards.
- To be involved with course moderation/verification.
- The work may be carried out in the post described in any of the College's sites.

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.
- Basic Skills and Learning Support (For all teaching and lecturing posts).

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.

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Remove Paragraph in Blue if not a Teaching/Lecturing Role.

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.

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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 qualification in higher education at degree or HND level possession of appropriate professional qualifications – Management and Leadership, or Business Management A recognised teaching qualification	X	
	Appropriate teaching experience	X	
Knowledge / Experience	Knowledge of the courses/curriculum relevant to the post, and of recent curriculum and pedagogic developments affecting them	X	
	Understanding of how to adapt and vary teaching styles in order to make learning more affective	X	
	Understanding of the assessment and accreditation requirements for the course/teaching duties relevant to the post	X	
	An understanding and commitment to the College policy on equality of opportunity and a willingness to promote this in all aspects of the work	X	
Skills / Abilities	Proven experience as a teacher in the subject(s)/curriculum area(s) relevant to the post	X	
	The ability to relate to, communicate effectively with, and counsel students, both school leavers and adults, and to monitor their progress	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 organising and administrative skills and a readiness to carry out administration and student support/tracking duties consistently and to a high standard	X	

Please download a copy of the College's Teaching Standards from <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. 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.