

Post:	Logistics Lecturer
Contract:	Hourly Paid
Hours:	Variable
Reporting to:	Head of Logistics
Salary:	£24,71 – £26,78 per hour (basic pay – holidays excluded)

Key Purpose:

This role involves delivering Logistics and Supply chain based short courses to a range of learners, accurately completing course paperwork and conducting progress reviews when required. The post holder must maintain robust CPD to ensure the delivery of training is supported by current working knowledge of legislation pertaining to the logistics and supply chain industries. Management training at or around level 3 will also be delivered as part of the suite of courses. Of key importance is the ability to give clear and accurate feedback and set realistic milestones for learners and give additional support where required.

Main Duties and Responsibilities:

Teaching and Assessment

- To teach the classes listed in your Contract(s).
- To prepare schemes of work and lesson plans
- To contribute learning materials and assignments to the collective learning resources of the College.
- To undertake detailed assessment, and maintain attendance, destination and other records as required.
- To participate in the College's quality assurance procedures as directed.
- To contribute to the action planning of students and provide interim and end of year reports as requested.
- To participate in team meetings and staff training and development as required.

* In exceptional circumstances a market forces rate of up to £30.24 may be payable in some shortage areas for candidates with excellent experience and qualifications

Other Duties and Responsibilities

- To participate in subject and course team meetings and reviews, for which additional payment may be made at a non-contract rate of pay.
- To ensure the requirements of external agencies such as examination and validation bodies are met.

Expectations of the Post Holder:

1. 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
2. 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
3. Undertake responsibilities for safeguarding and protecting the welfare of children and vulnerable adults



4. To comply with and promote College Health and Safety policies and procedures and to undertake recommended Health and Safety training as and when necessary
5. Be committed to professional self-development, through participation in in-service training as necessary for the successful carrying out of the job
6. 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
7. 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)
8. All tutorial 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.

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.

Person Specification

	Criteria	Essential	Desirable
Qualifications / Professional Development	An Honours Degree		X
	GCSE English and Maths or equivalent A-C		X
	Evidence of Logistics training & development.		X
Knowledge / Experience	Understand how to support students effectively in the development of their learning	X	
	Understand how to support students effectively as a teacher	X	
	An understanding of and commitment to the College's Equal Opportunities policies and a willingness to promote equality of opportunity an all aspects of the work	X	
	Evidence of understanding and effective implementation of safeguarding policies and a commitment to creating a safe learning environment	X	
	Proven experience of effective skills development with learners in an advisory capacity.		X
	Experience of successfully supporting students' progress through tutoring.		X
Skills / Abilities	Ability to work independently	X	
	The ability to work with challenging young people, understanding the learner's needs and their issues in a multicultural, urban environment and the ability to reflect these in relevant skills strategies and activities	X	
	Ability to organise key activities and events such as tutorials.	X	
	Excellent administrative and IT skills	X	
	Excellent interpersonal skills and the ability to communicate with a wide range of people	X	
	An ability to design, develop and deliver high quality tutorial materials	X	