

Capital City College Group Job Description and Person Specification

| | |
|----------------------|--|
| Post: | Lecturer in Initial Teacher Training (R003378) |
| Contract: | Permanent |
| Hours: | 17.5 hours per week |
| Reporting to: | Curriculum Manager Initial Teacher Training |
| Grade: | Teaching and Learning 27- 41 |
| Salary: | £31,442 - £46,226 per annum (pro rata) |

Key Purpose

Preparation and delivery of high-quality teaching and learning, assistance to students and tutorial support within Initial Teacher Training.

Main Duties and Responsibilities

- Teaches groups including associated preparation and marking.
- Designs and prepares learning materials.
- Assesses students, including formative and summative assessments, internal verification, and supervision of examinations.
- Maintains and provides records and statistical checks in relation to own teaching, including enrolment checks, attendance records and the other monitoring processes.
- Undertakes observations of trainee teachers on placement.
- Arranges, monitors and supervises learners on student work programmes, educational visits and field trips.

Curriculum Delivery and Quality

As part of the course team, the Learning Manager acts as the main point of reference for students in a particular year or course group. The Learning Manager's role includes:

- participation in inducting students
- providing educational and welfare guidance
- assisting students in preparing individual action plans
- following up student absence and tracking their course work
- acting as the focal point in the maintenance of student discipline within the context of the College student disciplinary procedure

- undertaking exit interviews with students
- preparing administrative returns and reports as may be needed in relation to students, including destination records
- writing student references
- completing UCAS and other forms with students.

External Liaison

- Liaises with partner organisations or bodies, including awarding organisations as necessary.

Wider Responsibilities

- Provides advice and guidance to prospective students together with interviewing and APL work.
- Participates in student enrolment, induction and open day events.
- Participates in activities to publicise courses.
- Assists in planning and developing courses and course materials.
- Participates in employer liaison (as appropriate), maintaining standards and targets, reviewing, and evaluating trainee progress and action planning on placement.

Expectations of the Post Holder

- To demonstrate model behaviours that, at all times, are consistent with an open, inclusive and participative style.
- To be proactive in identifying and pursuing opportunities that are appropriate to maintaining professional development, and actively participate in the Group's appraisal scheme.
- To carry out duties at all times with due regard to the Group's policies, including Safeguarding, Health & Safety, Equal Opportunities, and Data Protection, and participate in training as and when required.
- To work flexibly and to undertake such other duties that may reasonably allocated by the line manager.

Special Conditions

1. The nature of this post means that the post holder may need to travel from time to time to other College centres and external venues.
2. The post holder will be contracted to work for a defined number of hours per week, but it is a requirement of this post that the holder will flex these hours to reasonably meet the needs of the service, which may include working occasional evening and weekends.
3. This post falls within the scope of the regulations requiring a Disclosure & Barring Service (DBS check).

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.

EDI

We are committed to creating and promoting a diverse and inclusive workforce that better reflects the wider community we support. We particularly welcome applicants from groups currently under-represented in senior roles, including Black, Asian and Minority Ethnic (BAME), people with disabilities and from the LGBTQ community.

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 | Possess a degree in an appropriate subject area | X | |
| | Possess a Level 2 qualification in English and maths or a willingness to achieve within a specified period | X | |
| | Possess a teaching qualification | X | |
| | Possess a subject specialism qualification in the relevant area | | X |
| Knowledge / Experience | Pastoral or equivalent experience and understanding to support the broad needs of students | X | |
| | Understanding and experience of curriculum development and innovation and developments in contemporary education | X | |
| | Understanding of relevant Health and Safety requirements | X | |
| | Experience of preparing learners for external assessments | X | |
| | Experience of delivering on ITT programmes such as AET, DET or PGCE FE and supporting and assessing trainees on teaching placements | X | |
| Skills / Abilities | Ability to work as part of a team and on own initiative | X | |
| | To have excellent oral and written communication skills | X | |
| | Ability to teach on a range of courses in the subject area | X | |
| | Ability to provide learning and tutorial support for students | X | |
| | Ability to promote and recruit for courses | X | |
| | To have a high level of organisational and administrative skills | X | |
| | Good ICT and keyboard skills | X | |
| Experience of teaching via MS Teams or other similar online platform | | X | |