

Northumberland County Council
JOB DESCRIPTION

Post Title: Lecturer in Leadership and Management/Business Admin/Customer Service/Digital	Director/Service/Sector Northumberland Learning and Skills Service		Office Use
Grade: 6	Workplace: Learning Campus		JE ref:
Responsible to: Curriculum Lead	Date: 02.09.20	Manager Level:	HRMS ref:
Job Purpose: To participate in the planning and development of programmes and to carry out teaching and learning activities			
Resources	Staff	To supervise teaching support assistants in the classroom	
	Finance	To support Campus administration staff with learner enrolment and payment information as required. Initial handling of payments on behalf of Campus administrative staff	
	Physical	Preparation and closedown of classroom and other learning environments. Handling and set up of specialist practical equipment, resources and materials as determined by the course. Travel to offsite locations for observation, assessment and review.	
	Clients	To guide and direct learners and ensure their health and safety and safeguarding at all times. To work with Campus staff, the sector subject curriculum lead covering the area being taught, and the Learning and Skills Manager	
Duties and key result areas:			
1	To contribute to learner recruitment and selection including preparation of course descriptions and guidance and other marketing information as directed across all funding streams for 828 hrs		
2	To attend enrolment and recruitment events and provide advice on suitability of courses for individuals.		
3	To provide information, advice and guidance to prospective learners on the suitability of courses for learners and on wider issues connected with learning and work.		
4	To carry out initial assessment of learner's skills, interests and aptitudes and devise the individual learning plan and learning and personal goals with the learner, considering the required knowledge, skills and behaviours associated with the vocational industry		
5	To contribute to the continuous development of standardised resources and learning materials for courses.		
6	To prepare schemes of work, lesson plans and associated materials taking into account the needs of individual learners, the need to promote English and maths across every curriculum area, and the promotion of health and safety, equality, diversity, safeguarding, sustainability British values and Prevent.		
7	To deliver good or outstanding teaching and learning, using innovative methods including; e-learning and taking into account the needs of individual learners and support them to achieve their goals.		
8	To plan for and deliver additional learning support, personalised learning, to adjust teaching strategies to deal with individual learner needs.		

- 9 To implement assessment procedures that review and assess formative and summative progress of the learner Conduct regular progress reviews with the learner and where appropriate with employers.
- 10 To prepare learners for examination or assessment.
- 11 To prepare for internal and external quality assurance, with attendance at associated standardisation meetings.
- 12 Where directed, to act as a personal tutor or pastoral support to individuals or groups of learners
- 13 To promote as directed, the learner support and learner financial assistance available.
- 14 To promote appropriate further learning opportunities for learner's progression.
- 15 To maintain quality assurance records including course records, reviews, personal learning records, caseload reviews, group profiles and any other documentation as directed by the curriculum lead and Curriculum and Skills Manager.
- 16 To complete all learner data requirements required for the funding of the learner's programmes including those associated with enrolments, learner agreements, attendance, withdrawals, completion, destinations and impact of learning
- 17 To contribute to identifying and nominating learners for the annual Awards ceremony and provide case studies to aid the celebration of learner achievement.
- 18 To attend team meetings and other appropriate meetings as required including standardisation meetings with the curriculum lead in the relevant area.
- 19 To contribute to the self-assessment process and quality improvement planning including contribution of evidence to support judgements against the Education Inspection Framework.
- 20 To participate in the Observation of Teaching, Learning and Assessment process and respond proactively to feedback and make improvements to teaching practice as directed.
- 21 To ensure the maintenance of safe working practices and environments for all staff and learners in accordance with the policies of Northumberland County Council and relevant legislation. To risk assess learning activities.
- 22 To be committed to safeguarding and promoting the welfare of children, young people and vulnerable adults
- 23 To be committed to equal opportunities and to comply with the County Council's diversity and equality policies.
- 24 To be committed to professional self-development making full use of training and development opportunities identified through appraisal, observations and teaching and learning development sessions. To ensure that continuous professional development is maintained throughout the year, and that vocational skills in the relevant area are maintained and up to date to meet awarding organisations requirements. To participate in the annual appraisal and six-monthly review process

The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.

Work Arrangements	
Transport requirements: Working patterns: Working conditions:	The post may involve travel between Campuses and to employers' premises Regular day time and evening working. Some weekend working. Classrooms, workshops, employer's premises or in community venues. May involve long periods standing. May involve manual handling, lifting, carrying and erecting of resources. May involve some lone working before and after classes.

Northumberland County Council
PERSON SPECIFICATION

Post Title: Lecturer in Leadership and Management/Business Admin/Customer Service/Digital	Director/Service/Sector: Northumberland Learning and Skills Service	Ref: 3715
Essential	Desirable	Assess by
Knowledge and Qualifications		
<ul style="list-style-type: none"> • Minimum level 3 qualification in appropriate subject area • Recognised Post 16 Teaching Qualification or commitment to obtain Cert Ed or equivalent within two years • Current assessor award – D32/D33 or A1, TAQA or commitment to work towards • Current internal quality assurance award – D34 or V1 or TAQA or commitment to work towards • Excellent knowledge of teaching and learning • Good knowledge of Education Inspection Framework • Good knowledge of the operational, procedural and practical issues relating to the service • GCSE English and Maths Grade A to C or equivalent. 	<ul style="list-style-type: none"> • Leadership and Management qualification (at level 5) • IT/Digital qualification 	A, I
Experience		
<ul style="list-style-type: none"> • Significant post 16 teaching experience • Experience of teaching and supporting learner's behavior • Demonstrable industrial expertise in vocational/ technical subject area • Experience of following a quality assurance framework • Experience of collaborative working within a team • Experience of using E-Learning Technologies • Experience of delivering a range of appropriate qualifications within the subject area and sound understanding of awarding organisation requirements 	<ul style="list-style-type: none"> • Teaching experience in a Further Education or Work Based Learning Environment • Experience of using virtual learning environments (VLE) and maintaining own resources on a VLE • Experience of monitoring the health and safety of learning environments and work places to ensure safety of learners • Experience of assessing learners through a range of methods including professional discussion, observation, witness testimony and performance evidence 	A, R, I
Skills and competencies		
<ul style="list-style-type: none"> • Good or outstanding lecturer who shares good practice, has innovative and effective teaching strategies to improve understanding and skills levels • Occupationally competent within vocational area - evidence of recent 	<ul style="list-style-type: none"> • Ability to respond to change and initiate new ideas • Ability to coach new and inexperienced teachers in the service and mentor them to achieve good teaching • Good attention to detail and high standards towards 	A, R, I, P

<p>Industry updates</p> <ul style="list-style-type: none"> • Able to identify and address the differing needs of a wide range of learners • Able to use a range of teaching materials and resources • Good ICT, administrative and organisational skills • Able to develop effective relationships and motivate groups of learners • Good oral and written skills • Effective planning skills. • Ability to work to deadlines • Ability to work with minimal supervision, often out-of-hours 	<p>consistent record keeping</p>	
<p>Physical, mental and emotional demands</p>		
<ul style="list-style-type: none"> • Able to work to tight deadlines • Able to work in a challenging and changing environment • Able to work with learners who might exhibit challenging behavior • Able to move, erect and dismantle training equipment and resources • Physical skills to lead sessions with learners and demonstrate technique, safe practices etc requiring both precision and dexterity • Able to maintain attention on learner groups for continuous periods of up to three hours 		<p>I</p>
<p>Other</p>		
<ul style="list-style-type: none"> • Able to meet the transport requirements of the post • Able to obtain a satisfactory DBS clearance • Ability to meet any manual handling requirements of the post relevant to the subject area • Committed to equal opportunities and diversity within the learning environment • Committed to health and safety 	<ul style="list-style-type: none"> • Full UK driving licence and access to a vehicle for business purposes 	<p>I</p>

Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits