



Warrington & Vale Royal College

JOB DESCRIPTION

Job Title **PART TIME LECTURER**

Responsible to **Curriculum Manager**

Accountability **Curriculum Director**

Job Purpose

- To contribute to the teaching and administration of the department and related duties as required by the Curriculum Manager.
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Key Responsibilities

- Teach students enrolled on a range of courses as assigned by the Curriculum Manager.
- Operate within the Quality Assurance framework.
- Manage courses or parts of courses as required including administration and organisation.
- Assess students by the formal or informal methods required by external examining bodies and internal procedures.
- Contribute to curriculum innovation, development and implementation.
- Assist in the implementation of pastoral and welfare systems provided for students.
- Continue their own personal and professional development through a range of activities, including research and industrial updating in the areas of both subject knowledge and teaching methods.

Specific Duties

Teaching

- Lecture, conduct seminars and tutorials or uses other teaching methods as designed or selected as the appropriate learning mode.

- Plan for the delivery of a quality teaching programme and use schemes of work and lesson plans provided by the department in line with the College standard.
- Contribute to distance learning and work based learning provision as agreed with Curriculum Manager.
- Facilitate learning by selection of material and methods appropriate to student needs and course level to deliver a flexible learning programme.
- Design assignments and marking schemes and provide timely feedback and marked work to students.
- Provide students with feedback and guidance to support their learning and enhance their knowledge of progress within the constraints of assessment confidentiality.
- Ensures appropriate classroom standards and resources to support teaching and learning.

Management

- Participate in the selection process of prospective students.
- Lead other staff assigned to teaching duties on courses for which the postholder has been assigned responsibility.
- Administer appropriate records, registers and timetables, so that they are accurate and available on demand to College administration and external agencies.
- Assist with marketing, induction of students, evaluation and other administrative and promotional tasks, as required by the Curriculum Manager to support particular courses or programmes.
- Organise resources for effective teaching administration and assessments.
- Administer necessary Health and Safety procedures.

Assessment

- Book examinations for your learners as required through the exam booking system, liaise with the examination manager when necessary.
- Prepare assignments and examination questions and assignment materials as required by external bodies and team leaders.
- Mark, grade and gives written or verbal assessments as required and meet all assessment deadlines.
- Liaise with external examiners/internal and external verifiers as required.
- Internally verify a range of courses as assigned by the Curriculum Manager and Curriculum Director.

Curriculum

- Participate in curriculum reviews, innovation and change in response to College or external agency needs or demands.

- Develop the curriculum through leadership or co-operation in development activities related to courses for which the post holder has been assigned responsibility.
- Implement curriculum change resulting from innovation and development.

Pastoral and Welfare

- Establish and maintain relationships with individual students and groups to facilitate awareness of problems and difficulties.
- Identify students in need of pastoral and welfare support and advises within the limitations of personal competence or refers students to appropriate agencies.
- Use Pro-Monitor to prepare and submit reports concerning students progress, attainment, personal qualities, interests, employment potential, difficulties and discipline.
- Act as a personal tutor when required, providing advice and guidance in pastoral and welfare matters to formally assigned students.
- Maintain awareness and knowledge of current Counselling, Careers, Welfare and accommodation services provided by the College and external agencies.
- Share in the responsibility for ensuring good standards of student behaviour and taking appropriate disciplinary action.

Personal Development

- Respond to identified personal and professional needs in curriculum knowledge, teaching methodology, management and organisational skills, by undertaking self-directed learning, research and training as appropriate or required.
- Establish "industrial links", as appropriate or when required, to develop understanding and knowledge of subject related industrial and professional activities.

Responsibilities Common to all Staff

- To establish, maintain and develop professional working relationships with colleagues.
- Follow all agreed Quality Assurance Mechanisms operating within the College and contribute generally to the establishment and development of a quality provision/service.
- The College operates a Performance Management Review Scheme through which objectives and development plans are agreed. All staff are required to participate in the scheme and, with their manager, are jointly responsible for the completion of agreed actions.
- The College is keen to ensure the health and safety of students, staff and visitors. All staff are responsible for complying with the Health and Safety at Work Act 1974 and ensuring no-one is affected by individual acts or omissions.
- The College aims to be a place in which people can work and study free from discrimination. All staff and students are required to comply with the College's Equality & Diversity Policy.

- To be aware of, and responsive to the changing nature of the College and adopt a flexible and proactive approach to work.
- All employees are required as part of their duties to accept responsibility for safeguarding, Prevent and promoting the welfare of children and vulnerable adults.
- All employees should contribute to and maintain College and British Values.

Review Arrangements

- This job description is not a rigid specification but identifies main responsibilities which will be amended in the light of organisational need and in discussion with the postholder.

PERSON SPECIFICATION

PART-TIME LECTURER

Essential

- Degree or equivalent in subject area or recent relevant practical experience
- Teaching qualification (QTLS preferred)
- Good lesson observation grades (Grade 2 or above)
- Previous teaching experience
- Commitment to and experience of team working
- Excellent interpersonal skills
- Demonstrate ability to negotiate student action plans
- Ability to communicate well at all levels
- Presentation skills
- Ability to work under pressure and to deadlines
- Problem solving ability
- Flexible approach to work
- Commitment to equality of opportunity
- To contribute to and maintain College values
- Must demonstrate suitability to work with children and vulnerable adults