

Person Specification/Job Description



Assessment of role for DBS checks

Regulated Activity Specified Place opportunity for contact with children

DBS Checks required:

Enhanced DBS check Barred List Children Barred List Adult

Job Title: 0.4 Lecturer Co-ordinator in Access to HE – Health Science
Permanent Position – 15 hours per week

Post No: RS20/21/73

Grade: Harmonised Pay Scale Points 15 – 35 (£18,684 - £33,313 pro rata)

Responsible to: Relevant Head of School

Supervisory Responsibility: None

Responsible for: The effective and efficient teaching and coordination of courses within the relevant Curriculum area.

Objective of the Job: As above

Candidates for the post of **Lecturer Co-ordinator** must possess the following qualities:

	Essential	Desirable	Where identified
Qualifications	<p>A minimum of a Level 3 qualification in a relevant subject.</p> <p>Certificate in Education (or be willing to work towards within 2 years)</p> <p>Safeguarding Level 1 (to be achieved within 6 weeks)</p> <p>Level 2 in Literacy</p> <p>Level 2 in Numeracy</p>	<p>IT qualification</p> <p>Level 2 Equality & Diversity</p> <p>Degree</p> <p>Level 3 Assessors Certificate</p> <p>Level 4 Internal Quality Assurance/Internal Verification</p> <p>QTLS</p>	<p>Application form</p> <p>Certificates</p>
Experience	<p>3 years' experience of working in the industry.</p> <p>Recent experience of teaching on a range of courses in FE or a training establishment.</p> <p>Recent sustained good or outstanding judgements and lesson observations (or have the ability to prove this in the interview process)</p>	<p>Recent experience of teaching on a range of courses in FE.</p> <p>Experience of working within a quality system.</p>	<p>Application form</p> <p>References</p> <p>Interview</p>

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Knowledge and Skills	Effective interpersonal, communication and liaison skills. Strong organisational/administrative skills. Ability to work as an effective team member.	Knowledge of MS Office software and ability to use packages to produce assessment and teaching materials. Ability to meet deadlines and achieve targets.	Interview References
Personal Qualities	Reliability, resilience, flexibility and adaptability. Ability to take initiative. Enthusiasm and commitment.		Interview

Section A • Primary Responsibilities

1 College Strategy

All members of staff have an important role to play in achieving the mission, aims and objectives stated in the College Strategic Plan.

2 Quality Matters

All members of staff are responsible for the quality of their own work and for the operation of the relevant parts of the College's Quality System. This will involve operating the appropriate Quality procedures applicable to the job to ensure that students, customers and clients have their needs and expectations identified and fulfilled.

3 Staff Development

It is expected that all members of staff will participate in the College's Staff Development Programme, aimed at maximising staff potential for the individual's benefit and in ensuring continual improvement in the quality of services provided by the College.

4 Client Focus

All members of staff are expected to manage and develop their role and responsibilities so as to focus on improving the College services to students and other clients. The individual should represent and market the College at any appropriate opportunity.

5 Overall Responsiveness

Working flexibly, efficiently and in full co-operation with other staff to maintain the highest professional standards and to promote and implement the strategy and policies of the Corporation.

Ensure that established standards and targets are achieved as part of the efficient and effective service provision within the College.

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Undertaking such other duties and responsibilities as are required to provide the service expected from the College.

6 Health and Safety

All members of staff are responsible for ensuring safety within their working area, for ensuring that risk assessments are carried out and that appropriate actions are taken if problems are identified. All staff are required to assist the College Health & Safety Officer in the implementation of measures to ensure that all health and safety requirements are achieved.

7 Risk Management

All members of staff will adopt best practices in the identification, evaluation and cost effective control of risks to ensure, as far as possible, that they are eliminated or reduced to a level that is acceptable to the College.

8 Safeguarding

All staff who teach, train or work regularly with children aged up to 18 and vulnerable adults are required to comply fully with legislation and College policies and practices to ensure learners are safeguarded and protected.

Section B • Specific Responsibilities

Initial allocation of functions of which the post holder will have direct responsibility:

- a. Plan, teach and assess on a range of programmes.
- b. Be responsible for the student learning outcomes including attendance, punctuality, student progress, achievement and success rates.
- c. Setting, recording and reviewing learner target to enable efficient monitoring and tracking of learner progress.
- d. Assisting with the identification and swift implementation of interventions needed to provide additional learning support.
- e. Assist with the development, delivery and evaluation of a range of teaching programmes.
- f. Co-ordinate and manage learning programmes.
- g. Undertake activities relating to student admissions.
- h. Be a personal tutor to a group or groups of students.
- i. Manage and supervise students on visits/ work placement programmes.
- j. Liaise with employers, parents and carers.
- k. Participate in the College's Continuous Professional development.
- l. Contribute effectively to the College's development and success, in accordance with College objectives, policies and procedures. Working within and implementing the College Quality Assurance System.

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- m. Be responsible for the health and safety of students, ensuring that clear instructions are given in order to provide a safe learning environment.
- n. Undertake such other duties as requested by the Line Manager.

Section C • General

This job description is current at the date shown below. However, in consultation with the post holder, it may be liable to review and variation to reflect changes in the College environment.

Bishop Auckland College has an Equality and Diversity Policy and expects all members of staff to support the policy by behaving in a non-discriminatory way in terms of employment, the curriculum and student entitlement. Bishop Auckland College is committed to promoting diversity and equality of opportunity.

All members of staff are expected to maintain a high level of security and confidentiality of information in their work at all times.

July 2020

Name:.....

Signature.....

Date.....