

**GUERNSEY COLLEGE OF FURTHER EDUCATION****LECTURER****LECTURER SCALE****JOB DESCRIPTION****AIMS AND PURPOSE OF THE JOB:**

An enthusiastic and innovative lecturer is required to take an important role in the delivery of part time and NVQ provision. Specifically the coordination, teaching, assessment and internal quality assurance for a range of health, adult and children's social care qualifications, assessor qualifications and internal quality assurance qualifications covering levels 1 to 4.

Working with the Programme Leaders of Health and Social Care and Teacher and Assessor Education, and the wider teams, the lecturer will plan, provide and monitor high quality teaching and assessment of students' work. The lecturer will also provide support and guidance for students' further professional development and career progression. The lecturer will have an outward facing approach to engaging students in the wider community, and vice versa, to ensure that they gain a vocationally relevant and enriching experience. The post holder will report to the Programme Leader of Health and Social Care, but will work with a range of candidates across a number of areas in the College (The Guernsey Institute) so will be used to dealing with multiple priorities.

**TEACHING AND LEARNING:**

- To plan, prepare and teach lessons at all levels appropriate to qualifications or experience for 36 hours per week, (maximum 25 hrs teaching per week, subject to a maximum 826 teaching hours per year) in accordance with the agreed contract.
- To plan, develop and deliver appropriate learning plans for individual students.
- To contribute to the development, implementation and review of policies and schemes of work inclusive of those which may cover multiple qualification suites.
- To monitor and assess the achievement of students, and to record and report their development, progress and attainment in accordance with the College's assessment policies and in line with the principles of Assessment for Learning.
- To make use of current technology to enhance teaching, learning and assessment.

- To be a tutor to an assigned group of students and to carry out the associated academic and pastoral responsibilities as required.
- To implement the College's inclusion, equality and diversity policies.
- To ensure that Learning Support and other support staff and visiting speakers are used effectively in the learning environment.
- To work with the department to maintain an appropriate learning environment.

### **PROFESSIONAL LEARNING AND DEVELOPMENT:**

- To participate in the Professional Review and Professional Development processes (appraisal).
- In conjunction with the line manager, take responsibility for personal professional development, keeping up-to-date with research and developments in pedagogy and changes in the curriculum, which should lead to improvements in teaching and learning.
- To take full advantage of any relevant training and development available and undertake any necessary professional development as identified in the College/programme area self-evaluation review and action plans and the performance management process.
- To contribute to programme area/college development by sharing professional learning, expertise and skills with others in the team and wider organisation.
- To take on curriculum lead responsibilities, in line with the needs of the programme area, if required.
- To be a reflective practitioner, evaluating and improving own practice in order to take teaching and learning forward.
- To maintain a continuing professional development portfolio of evidence in line with the awarding organisation requirements and the Education and Training Foundation professional standards.

### **ADMINISTRATION:**

- To make effective use of ICT to implement the College assessment, recording and reporting procedures in line with examining body requirements.
- To keep an accurate register of students in accordance with the College's policy.
- To participate in appropriate meetings with colleagues, parents/carers and agencies and other stakeholders for the benefit of the students.
- To participate in exhibitions/conventions/open days as required.
- To substitute for absent colleagues as required.
- To liaise with employers and other outside agencies.

## **HEALTH, SAFETY AND WELFARE:**

- To comply with procedures on all matters concerning health, safety and welfare.
- To undertake risk assessment strategies for the programme area in relation to teaching and learning.
- To take responsibility for personal health, safety and welfare and that of others who may be affected by your actions or inactions.

## **RESPONSIBLE TO:**

The Programme Leader.

## **ACCOUNTABLE FOR:**

- The delivery of high quality teaching and learning.
- The progress and attainment of students for whom you have responsibility.
- Improving and extending professional effectiveness in line with professional standards.
- Creating a safe environment for students and to have concern for their welfare and wellbeing whilst under your guidance.

## **KEY CRITERIA:**

### **ESSENTIAL:**

1. Relevant professional vocational qualifications and vocational experience in the health and social care sector.
2. Full TAQA qualification at Level 3 & 4 or equivalent relevant professional qualifications and current experience in work-based assessment and internal quality assurance.
3. A teaching qualification at level 5 or above (or willingness to work towards).
4. Maths and English qualifications at level 2.
5. QTLS status (or willingness to work towards).
6. Experience of delivering innovative, enriching and vocationally relevant programmes to fully engage learners.
7. Ability to make effective use of ICT to enhance teaching and learning.
8. Ability to demonstrate effective strategies to achieve high quality teaching and learning outcomes.
9. Evidence of recent continuing professional development.

10. The ability to work effectively as part of a team producing positive results for students.
11. Effective communication skills which develop and maintain positive working relationships with a wide range of people, including colleagues, students, parents/carers, and key external stakeholders.
12. Effective organisational, time management and administrative skills.
13. Proven ability to work on own initiative.

**DESIRABLE:**

1. Additional health and social care qualifications.
2. Experience in teaching apprenticeships.
3. Experience of coordinating NVQ provision.

*This job description may be reviewed and subsequently amended or modified in negotiation with the post holder and should be read in conjunction with the Conditions of Service.*