

## ***JOB DESCRIPTION***

**POST TITLE: LECTURER SCIENCE**

**POST REF: L85**

**REPORTS TO: SECTION MANAGER**

**DATE: JULY 2010**

**JOB PURPOSE: TO TEACH AND TRAIN STUDENTS IN A VARIETY OF LEARNING ENVIRONMENTS**

**TO PROVIDE SUPPORT TO LEARNERS TO ENABLE THEM TO ACHIEVE THEIR MAXIMUM POTENTIAL**

### **KEY RESPONSIBILITIES:**

1. To plan the curriculum to meet the needs of the student and the examining/validating body in liaison with the Section Manager.
2. To ensure that all students receive an up-to-date programme of study at the beginning of each course to facilitate student understanding of the objectives of the learning programme.
3. To prepare schemes of work and lesson plans in line with College guidelines and prepare teaching materials in all formats to facilitate student learning.
4. Provide within the programme of study, details of the frequency of assessment of student work, deadlines for completion and assessment criteria.
5. Undertake the role of Personal Tutor/Course Tutor for students, ensuring the adequate provision of support, and implementation of the College's Value Added Schemes.
6. Monitor student attendance, follow up on student absence and complete student withdrawals and destinations as appropriate.
7. Act as internal assessor when required.
8. Provide a stimulating learning environment by making full use of the resources available.
9. Invite regular feedback from students through questionnaires, group discussions and course reviews to facilitate continuous improvement.
10. Organise external activities and visits as appropriate to ensure variety of approach within the learning programme.
11. To support and, where appropriate, discipline students in line with College procedures.
12. Participate in the marketing of courses, and interviewing of students, including pre-entry guidance, in liaison with the Section Manager.
13. If appropriate to lead a Course Team or as a member of a course team achieve enrolment, retention and achievement targets, and contribute to the planning and setting of targets for the course.
14. To use Information Technology within the College to aid student learning.
15. To participate in the Performance Review process, through self-assessment, teaching observations and staff appraisal, and to contribute to the development planning process to facilitate continuous improvement.
16. To undertake continuous professional development, work shadowing and industrial placements to ensure that you remain up to date in the chosen field.
17. Operate in accordance with current Health and Safety regulations and College policies.
18. To implement the College's Equal Opportunities Policy, Race Equality Policy and Disability Policy.

19. To ensure that Key/Basic skills are fully integrated into all teaching and learning activities.
20. Ensure that opportunities to evidence key skills competency are sign posted for/with the students.
21. To work in partnership with Support Staff which includes sharing of lesson plans and hand-outs prior to the start of the lesson.

### **SPECIFIC REQUIREMENTS:**

1. To undertake course tutor responsibility as defined by the Section Manager and Faculty Head.
2. To teach on Full Time BTEC Science qualifications units as defined by the Section Manager
3. Act as a personal tutor to specific groups as defined by the Section Manager

**For new staff to the College, there will be a reduction in their timetable of 25% during the first term to enable them to attend the compulsory induction and initial training programme provided by the College and to meet on a weekly basis with their mentor.**

864 Flexible Contact hours (pro rata for part time staff)

The balance of hours will be 'other duties'.

**Flexible Contact hours will be made up in total of Guided Learning Hours, which may comprise some of the following activities:**

- Teaching
- Work based assessment visits
- Supervision of learners on work placements and educational visits
- Time-tabled personal tutoring
- Time-tabled guidance, support and assessment
- Temporary cover for absent colleagues
- Time-tabled enrichment activity
- Invigilation and supervision of examinations/tests
- Act as course tutor if appropriate.

Other duties include:

- Administration and management of the learners' enrolment process
- Attendance at open days, parents evenings etc.
- Planning preparation, administration, marking and assessment
- Participation in target setting, review and self-assessment processes
- Production and evaluation of learning materials and programmes
- Contact and liaison with employers, community representatives and other external agencies
- Interviewing students and prospective students

### **TERMS AND CONDITIONS**

**Canterbury College Scheme of Conditions of Service**

**18.5 hrs per week (0.5 FTE) Established Post**

Evening and occasional weekend work may be necessary.

**Salary: Lecturer Grade £19,344 - £26,759 pro rata per annum**

***Canterbury College is an Equal Opportunities Employer***

# PERSON SPECIFICATION

## LECTURER SCIENCE

ALL STAFF ARE EXPECTED TO UNDERTAKE CPD

	Requirement	Means of assessment		
		Application form	Interview	Reference
<b>Skills and ability</b>				
Effective written and oral communication	Essential	Y	Y	Y
Effective organisational skills and ability to work to deadline	Essential	Y	Y	Y
Effective teamwork skills	Essential	Y	Y	Y
Ability to motivate, encourage and support students	Essential	Y	Y	
Familiarity with the use of IT	Essential	Y	Y	
<b>Experience</b>				
Up to date industrial experience	Essential	Y	Y	
Working knowledge of industry requirements	Essential	Y	Y	
Working knowledge of the requirements of Awarding Bodies	Desirable	Y	Y	
Experience of lecturing/training/teaching	Desirable	Y	Y	
<b>Specialist knowledge</b>				
Up to date knowledge of Chemistry and/or Physics and ability to teach up to level 3	Essential	Y	Y	
<b>Education</b>				
Degree in relevant science or appropriate professional qualification (minimum level 3)	Essential	Y		
Basic Skills – Literacy & Numeracy Level II (or willingness to work towards)	Essential	Y	Y	
IT Level II (or willingness to work towards)	Essential	Y	Y	
Diploma in Teaching in the Lifelong Learning Sector (DTLLS) (or willingness to complete within two years)	Essential	Y	Y	