

POST TITLE: SUPPLY LECTURER

POST REF:

REPORTS TO: SECTION MANAGER

DATE: JUNE 2006

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 sector co-ordinator.
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 Sector Co-ordinator.
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 RESPONSIBILITIES

1. To be discussed at interview.

TERMS AND CONDITIONS

Canterbury College Scheme of Conditions of Service

Various hours

Occasional evening and weekend work will be necessary

Salary: Lecturer Grade £17,208 - £24,674 pro rata per annum

Canterbury College is an Equal Opportunities Employer

PERSON SPECIFICATION

Supply Lecturer

ALL STAFF ARE EXPECTED TO UNDERTAKE CPD

	Requirement	Means of assessment		
		Application form	Interview	Reference
Skills and ability				
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	
Experience				
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	
Specialist knowledge				
Please outline your areas of specialist knowledge under the 'Experience' section on the application form	Essential	Y	Y	
Education				
Degree or appropriate professional qualification (minimum level 3)	Essential	Y		
Higher Degree (Management and staff teaching on HND/Foundation Degrees)	Essential	Y		
Basic Skills – Literacy/Numeracy Level II or willingness to work towards	Essential	Y	Y	
IT Level II (or willingness to work towards)	Desirable	Y	Y	
Assessor/Verifier Awards (or willingness to work towards)	Desirable	Y	Y	
Teaching Qualification (or willingness to work towards)	Desirable	Y	Y	