

## JOB DESCRIPTION

<b>Job Title:</b>	<b>Lecturer – Applied Science</b>
<b>Responsible to:</b>	Head of Science
<b>Functional Liaison with:</b>	Internal Verifiers Course Directors Course Teams Staff both within and outside the College as required
<b>Main Purpose:</b>	To teach on, and develop, the range of Applied Science programmes from L2 to L3 as well as potentially Apprenticeship programmes at L3 and L4.
<b>Maximum Annual Teaching Hours:</b>	900 (Lecturer 1 – for full time, pro-rata for part time)

### Main Duties and Responsibilities

*The following duties are not shown in order of priority or frequency, nor is the list comprehensive, but rather an indication of the type and level of duties expected of the post.*

- 1 Teach and assess on a range of programmes as required by the college. These may include: BTEC Level 2 and Level 3 Diplomas, or HNC programmes.
- 2 Participate in the development of existing and new course programmes and assume responsibility for areas of work as appropriate.
- 3 Participate in course team meetings, curriculum planning and materials development as appropriate.
- 4 Assist with the marketing and publicity of all courses within the Department as required.
- 5 Attend Employer, Parent, Career and other evenings and events as appropriate.
- 6 Participate in the development and delivery of short course programmes.
- 7 Act as mentor to new members of staff and give support to other new team members.
- 8 Liaise with schools, verifiers, assessors, industrial bodies and employers as appropriate.
- 9 Carry out general duties attached to the post on the College premises.

- 10 Undertake at least 30 hours personal, professional development annually, making a strong commitment to the development and accreditation of management and IT skills.
- 11 Adhere to the Risk Management Policy and notify your line manager of any identified risk.
- 12 Be responsible for own health and safety at work and always comply with the College's health and safety policy.
- 13 Undertake any other duties commensurate with the grade as required by the Head of School or Faculty.

**Person Specification**

<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>• Relevant academic and / or professional qualifications.</li> <li>• A teaching qualification</li> <li>• Maths and English qualifications to an appropriate level.</li> </ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Relevant experience within a Science sector and or Teaching experience</li> </ul>
<b>KNOWLEDGE AND SKILLS</b>	<ul style="list-style-type: none"> <li>• Good communication and presentation skills.</li> <li>• An interest and knowledge of current developments within the subject area.</li> <li>• Good IT skills.</li> </ul>
<b>TRAINING</b>	<ul style="list-style-type: none"> <li>• Willingness to undertake any training or development as, or when appropriate.</li> </ul>
<b>PERSONAL QUALITIES</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Sound organisational, administrative and IT skills.</li> <li><input type="checkbox"/> Effective interpersonal skills</li> <li><input type="checkbox"/> Ability to work within a highly motivated team and at the same time show individual initiative.</li> <li><input type="checkbox"/> Capacity to teach across a wide range of ages and abilities, including mature students and 14-16s.</li> </ul>

## **Conditions of Service**

1. Holidays: 52 days holiday, plus bank holidays (pro rata for part time posts)
2. New appointments to the College are subject to a twelve month probationary period.
3. Contributory pension: Teachers Pension TPA.
4. This College is committed to safeguarding and promoting the welfare of young people and vulnerable adults and expects all staff and volunteers to share this commitment.
5. The job description is current at the date shown; it may change from time to time in negotiation with the post holder.

### **General Data Protection Regulations (GDPR)**

In line with national legislation, and organisational policy, all data will be processed in a fair and lawful way, for the specific purpose and not disclosed in any way incompatible with such purpose or to any unauthorised persons or organisations.

### **Equal Opportunities**

In accordance with the Equality Act 2010 the college operates a policy of equality and diversity which protects employees, students and people who access the College's goods, services and facilities, from discrimination on the basis of 'protected characteristics' which include: age, disability, gender, reassignment, marriage and civil partnership, pregnancy and maternity, race (colour, nationality and ethnic or national origins.), religion or belief, sex and sexual orientation.

### **DBS**

The successful applicant will be required to complete and obtain a standard or enhanced disclosure check (role dependant) from the Disclosure and Barring Service. The cost of processing this will be £40 (Enhanced) and you will be required to make payment online via the safeguarding website before your employment commences. Further information about the Disclosure and Barring Scheme can be found at [www.homeoffice.gov.uk](http://www.homeoffice.gov.uk) or by speaking to a member of the Human Resources department.