

JOB DESCRIPTION

(July 2019)

Job Title:	Lecturer – Teacher Education and Training
Responsible to:	Head of Higher Education
Responsible for:	Teaching, mentoring and assessing on a range of programmes
Functional Liaison with:	External Examiners Universities and Partnership Heads of School Course Directors Course Teams Employers Staff both within and outside the Faculty as required
Main Purpose:	To teach on a range of programmes including FE and HE Teacher education programmes
Maximum Annual Teaching Hours:	792 (Lecturer 2)

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 including Award in Education and Training (AET), Certificate in Education and Training (CET), Certificate in Education (Cert Ed) or Diploma in Education (DET), Professional Graduate Certificate in Education (PGCE), qualifications in Supporting Teaching and Learning, and any other associated degree qualifications as required by the Head of Department. These are delivered through both University of Suffolk and other Awarding Bodies.
2. Act as personal and academic tutor to initial teacher training students.
3. Participate in the development of existing and new course programmes and to assume responsibility for areas of work as appropriate. This includes development of the current curriculum for re-approval / revalidation, and embedding best practice across the sector and advice from the External Examiner.

4. Assist with the development and cascading of innovative and inspiring teaching materials ensuring dissemination of good practice across College and the wider community. This includes participation in ITT promotional events and the annual ITT conference.
5. Undertake a key role in driving and supporting the continuous improvement in the standard of teaching, learning and assessment across the institution, including participation in teacher development and institutional CPD.
6. Participate in course team meetings, curriculum planning and materials development as appropriate.
7. Assist with marketing and publicity of all courses within the department as required.
8. Attend Open events and other evenings to promote the initial teacher training courses and the Higher Education provision as a whole.
9. Participate in the development and delivery of short course programmes.
10. Act as mentor to new members of staff and give support to other team members or wider college staff.
11. Liaise with a range of placement providers such as colleges/sixth forms/ private training providers / schools and so on.
12. Liaise with universities, external examiners, internal and external moderators, assessors, industrial bodies and employers as appropriate.
13. Liaise with internal and/or external examiners as appropriate.
14. This post involves travel across the region as a regular requirement, and may include teaching at any of the College's Regional Centres
15. Carry out general duties attached to the post on the College premises.
16. Undertake at least 30 hours personal, professional development annually, making a strong commitment to the development and accreditation of management and IT skills.
17. Adhere to the Risk Management Policy and notify your line manager of any identified risk.
18. Undertake any other duties commensurate with the grade as required by the Head of Faculty.

PERSON SPECIFICATION

	Essential	Desirable	Measured
Education and Qualifications	A degree or equivalent level of qualification. Teaching qualification and Professional Status (QTLS/QTS). Maths and English qualifications at level 2 minimum.	Master's Degree. Qualifications in Mentoring & Coaching and Supporting Teaching & Learning.	I,A,
Knowledge and Skills	Sound understanding of the requirement of teachers, trainers and tutors in the sector. Sound understanding of relevant inspection frameworks . An understanding of teacher training qualifications at all levels. Ability to drive forward the wider application of IT in teaching and training. Sound organisational, administrative and IT skills. Commitment to sharing good practice and to continuous improvement of teaching and learning skills.		A,I,P
Experience	Relevant professional experience within education and training, particularly within initial teacher education. Trained lesson observer with experience of observing and developing teaching and learning. A Grade 1 or 2 teacher through validated observation of practice Leading professional development through mentoring and coaching. Membership of appropriate professional bodies.	Experience of teaching and writing curriculum at level 7 is	A, I,
Personal Qualities	Receptive and proactive to initiatives and change. Able to work and contribute to an established and high performing team		A, I,
Training	Willingness to attend, undertake any training or development as, or when appropriate.		A, I,

KEY: A-APPLICATION, I-INTERVIEW, P-PRESENTATION/MICROTEACH, T-TEST

Conditions of Service

1. Holidays: Lecturers 52 days holiday, plus bank holidays.
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.

Further Information

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 £44 (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 or by speaking to a member of the Human Resources department.