**ROLE PROFILE**

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| **General Details** | |
| **Role** | **Lecturer of Adult Skills** |
| **Vacancy Number** | **VN0001-25** |
| **Department** | Access to Higher Education |
| **Reporting to** | **Learner Manager** |
| **Place of work** | **Telford College** |
| **Tenure** | **Permanent** |
| **Hours/FTE** | **18.5 hours per week** |
| **Salary** | **£14,576 - £21,519** |
| **Terms & Conditions** | **Lecturer** |
| **DBS** | **Enhanced** |

## Our Vision 2026: *“To be an outstanding educational provider for our community, ensuring that students achieve positive outcomes aligned to high aspirations, and through collaborative engagement, support employers to have the required skills to develop and grow their workforce.”*

## The Role

The purpose of this post is to deliver outstanding teaching on a range of part-time adult courses, particularly across Access to HE, and Foundation Degree courses across education and early years. You will provide students with an exceptional learning experience leading to positive achievement outcomes.

You will also be required to undertake a range of administrative and development duties that contributes to improving standards and achievements and the learner experience.

## Main Duties and Responsibilities

* The successful applicant will be expected to:
* Be ambitious for the college, learners and staff
* Ensure all areas of responsibility are focussed on supporting the college to deliver high quality learning experiences
* Undertake teaching duties within established Course Teams and be able to offer subjects in a range of part-time adult courses
* Participation in course development and delivery. This will include short term and long term curriculum planning, the preparation of assessment materials and strategies, the drafting of schemes of work in conjunction with other members of the Course Team and a commitment towards a flexible method of delivery to encourage greater accessibility to courses.
* To act as a personal tutor for groups of part-time students. This will include the completion of student progress files on college systems.
* To integrate and map functional skills within the curriculum.
* To contribute to the development and implementation of flexible learning materials across the curriculum area.
* To participate in the enrolment events and open evenings throughout the academic year.
* Regularly review and monitor the attendance and progress of learners and follow up as required to ensure learners achieve their targets.
* Carry out, collate and feedback initial and/or diagnostic assessments to identify students’ ILP and support as required, providing differentiated learning strategies to enable students to achieve their primary learning goal.
* Evaluate and assess (formative and summative) the work of learners in relation to the curriculum criteria and provide timely constructive and helpful learner feedback.
* Maintain quality systems related to the teaching of a range of construction including designing work schemes, lesson plans, assessment plans and assessment activities.
* Update and maintain electronic documentation to support teaching and learning, assessment and tracking of learner progress.
* Attend curriculum meetings and contribute to the continual quality improvement mechanisms (e.g. maintenance of course files, timely updating of ILPs on ProMonitor).
* Develop quality resources (including e-resources) which support the development of units and modules for delivery across the curriculum area.
* Actively develop and use new technology in teaching, learning and assessment.
* Liaise with the Curriculum area and Learner Manager including attending internal, external and standardisation meetings.
* Share in responsibility for ensuring good standards of student’s behaviour and take appropriate disciplinary action when liaising with course tutors.
* Take an active part in the recruitment of learners providing appropriate advice and guidance.

**Other Corporate Responsibilities**

* Reflect the vision, mission, aims and values of the College.
* Always strive for continuous improvement in your professional practice and delivery of outcomes.
* Commit to the safeguarding and promotion of the welfare of children, young people and vulnerable adults.
* Participate in the College’s Performance Development Review and engage in continuous professional development.
* Continually improve teaching, learning and assessment through proactive CPD and sharing best practise.
* Support enrolment procedures as appropriate and cover for absent colleagues as appropriate.
* Be compliant with Data Protection Act arrangements and confidentiality.
* Identify the financial, health and safety, equality, safeguarding, confidentiality or other risks associated with the post’s sphere of responsibility and to define and take positive action to manage these risks.
* Carry out such other duties as may reasonably be required from time to time.

*This role profile is current as the date shown. It is liable to variation to reflect changes in the role.*

**PERSON SPECIFICATION**

**EVIDENCE KEY**

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| **A =** | Application |
| **I =** | Interview |
| **C =** | Certificate |
| Or a combination | |

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|  | **Essential** | **Desirable** | **Evidence** |
| 1. Degree or equivalent in a relevant area | ✓ |  | A/C |
| 1. Additional qualifications and/or higher degrees in the relevant area(s) |  | ✓ | A/C |
| 1. Recognised teaching qualification (e.g. PGCE, CertEd, or willingness to work towards one) |  | ✓ | A/C |
| 1. Evidence of participation in, or willingness to become involved in, continuing professional development in the practice of teaching in the further development of subject knowledge and professional practice | ✓ |  | A/I |
| 1. Experience of teaching or delivering to adult learners in a Further of Higher Education setting |  | ✓ | A/I |
| 1. Excellent communication and interpersonal skills, with the ability to motivate and engage adult learners | ✓ |  | A/I |
| 1. Ability to manage multiple tasks, meet deadlines and organise teaching materials effectively | ✓ |  | A/I |
| 1. Commitment to inclusive teaching practices and understanding of safeguarding, Prevent, and equality and diversity in education | ✓ |  | A/I |
| 1. Experience in supporting students with academic skills development (e.g. referencing, research, skills, assignment writing) |  | ✓ | A/I |
| 1. Competent use of IT skills | ✓ |  | A/I |
| 1. An interest in and the ability to relate well to young adult learners | ✓ |  | A/I |
| 1. The ability to adapt to rapidly changing curriculum needs | ✓ |  | A/I |
| 1. Knowledge and/or competencies of health and safety as relevant to the post and commitment to safeguarding the health and safety of learners and others | ✓ |  | A/I |
| 1. Level 2 qualification (GCSE A\* - C, or equivalent) in Maths and English or a willingness to attain these qualifications with the support of the College | ✓ |  | A/C |

**ADDITIONAL INFORMATION**

**Conditions of Appointment**

All Appointments to the College are subject to:

* Verification of relevant qualifications
* Receipt of references considered suitable by the College
* Verification that you are legally permitted to work in the United Kingdom
* Disclosure & Barring Service (DBS) Checks

The College’s policy is to have an enhanced disclosure check for all posts. As an organisation using the Disclosure & Barring Service (DBS) to assess applicants’ suitability for positions of trust, the College complies fully with the DBS Code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed. The College has a written policy on the recruitment of ex-offenders which is available from Human Resources.

**Equality and Diversity**

The College is an equal opportunities employer and encourages applications from all sections of the community.

The College welcomes applications from persons with disabilities and will interview any person with a disability who meets the essential criteria for the role as outlined in the person specification.

**Safeguarding**

The College is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment.

**Location**

The postholder will be required to carry out their duties on the College premises.

