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**MOULTON COLLEGE – JOB DESCRIPTION**

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**Job Title:** Lecturer – Learning Support

**Department:** Learning Support Division

**Hours:** 37.5 hours per week. Weekend and evening working may be required when business needs demand.

**Teaching Hours:** up to 25 hours per week

**Responsible to:** Head of School - Learning Support

**Reports:** N/A

**Salary / Scale:** Lecturer Spine - Band A2 £24,271.00 - £30,263.00

**Date of Issue:** November, 2019

**Organisation Chart:**

Lecturer – Learning Support

Head of School - Learning Support

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1. **Aims and Purpose of the Post**
   1. The lecturing and training of students and other client groups to quality standards set by the College.
   2. The development of Learning Support Programmes and Materials.
   3. The supervision of a team of Learning Support Assistants.
2. **Specific Responsibilities**
   1. To teach students attending full-time, part-time and short courses as directed by the Head of Division.
   2. To organise basic/Functional Skills and other appropriate tuition for all learners identified as needing additional support.
   3. To assess students initial support needs and monitor their progress keeping the appropriate records and providing feedback to course managers and tutors.
   4. To assess and arrange appropriate additional support for examinations i.e. Scribes, etc.
   5. To counsel students and maintain discipline as required.
   6. To produce learning materials for use with students attending the Learning Support Centre.
   7. To participate in the recruitment of students including attendance at Shows and Careers Conventions.
   8. To participate in curriculum development to meet the needs of changing industrial demand and College development.
   9. To participate in demonstrations and practical activities with students and trainees on all courses.
   10. To participate in internal verification, auditing and other quality monitoring processes to ensure that all learners, customers and clients receive exemplary service and attention at all times.
   11. Promote the welfare of young people and vulnerable groups in all aspects of College life and to ensure safeguarding arrangements are adhered to at all times.
   12. The active promotion of and commitment to best practice in equality, diversity & inclusion.
   13. To assist in the maintenance and sustainable development of resources and commercial activities.
   14. To promote the welfare of young people and vulnerable groups in all aspects of College life to ensure safeguarding arrangements are adhered to at all times.
   15. The active promotion of and commitment to best practice in equality & diversity.
   16. To attend College Open Days and other Public Events.
   17. Contribute and demonstrate fully and at all times the positive promotion and role modelling of the College core values, generic competencies and professional behaviours expected of all staff employed by Moulton College.
   18. Undertake any other duties as required by the Principal and as may be reasonably expected commensurate with the post. This may include either the temporary or permanent re-deployment to an equivalent grade of post within the organisation.

This job specification represents the major tasks to be carried out by the post holder and identifies the level of responsibility at which the post holder will be required to work.   In the interests of effective working the major tasks may be reviewed from time to time to reflect the changing needs and circumstances.  Such reviews and any subsequent changes will be carried out in consultation with the post holder.  All members of staff are appointed to the College as a whole and may reasonably be asked to undertake similar or related duties in an operational area or faculty other than that to which they were originally appointed.

Core Benefits;

Teachers’ Pension Scheme Health Cash Plan (subject to conditions)

43 days holiday (inc bank/public holidays)\*\* 10% discount on College courses

On-site Gym Free on site parking

Subsidised catering Child Care Vouchers

(\*\* Pro rata for part time)

I confirm my acceptance of the role as outlined above and agree to apply myself fully to the responsibilities of the post.

Signed (Employee);……………………………… Date;………………………………

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| **POSITIVELY PROMOTING EQUALITY, DIVERSITY & INCLUSION** |

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| **Person Specification; Lecturer – Learning Support** |

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| --- | --- | --- |
|  | **Essential** | **Desirable** |
| **Qualifications** |  |  |
| Educated to degree level or equivalent |  | X |
| Minimum of grade C in GCSE Maths and English Language (or equivalent) | X |  |
| Commitment to and evidence of CPD | X |  |
| Certificate in Education or equivalent |  | X |
| **Experience & knowledge** |  |  |
| Experience of working in a similar role | X |  |
| Experience of working with post 16 students | X |  |
| Demonstrable evidence of successful classroom practice which motivates students to high standards of achievement | X |  |
| Excellent written and communication skills with a good stand of IT Skills | X |  |
| Ability to present information effectively and respond to questions from, employees and customers and students | X |  |
| Able to motivate students | X |  |
| Excellent verbal and written communication skills | X |  |
| Demonstrate ability to relate to students effectively to support them to successful outcomes | X |  |
| Ability to keep to deadlines and capable of managing their own time effectively and efficiently | X |  |
| Be able to demonstrate the ability to lead on developing, planning, delivery and evaluation of high quality, motivational and inclusive learning experiences | X |  |
| **Personal Attributes** |  |  |
| Willingness to operate flexibly i.e. weekends and evenings to cover open days (occasionally) | X |  |
| Evidence of ability to improve student satisfaction | X |  |
| Strong team player | X |  |
| Be flexible and able to cope with change | X |  |
| Ability to influence, persuade and inspire others | X |  |
| To be able to demonstrate the effective support for the College core values of putting learners first | X |  |
| Experience of understanding how to promote equality and diversity within the job role | X |  |
| Creative and innovative approach to the development of teaching materials | X |  |
| **Safeguarding** |  |  |
| Satisfactory enhanced DBS disclosure | X |  |
| Displays awareness, understanding and commitment to the protection and safeguarding of children and young vulnerable adults. | X |  |
| Commitment to policies on child protection, health and safety, confidentiality, student behaviour / discipline and equal opportunities | X |  |

**NOTE;**

All candidates will be asked for proof of their eligibility to work in the UK during the interview and selection process. Tier 2 Certificates of Sponsorship are restricted by the UK Visas & Immigration Service and the position advertised above is unlikely to qualify for sponsorship. We are therefore unable to consider applications from candidates requiring Tier 2 immigration status to work in the UK at this time. For further information please visit the UK Visas & Immigration Service Website.