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**MOULTON COLLEGE – JOB DESCRIPTION**

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**Job Title:** Lecturer – Public Services

**Department:** Curriculum Division

**Hours:** 37 hours per week. Weekend and evening working may be required when business needs demand.

**Teaching Hours:** Target annual teaching hours in Further Education are 816 per annum.

Target annual teaching hours in Higher Education are 660 per annum.

**Responsible to:** Deputy Head of Faculty - Sports Studies

**Reports:** n/a

**Salary / Scale:** Lecturer Spine - Band A2 £27,238.00 - £33,487.00 per annum

**Date of Issue:** September, 2025

**Organisation Chart:**

Deputy Head of Faculty - Sport

Lecturer – Public Services

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1. **Aims and Purpose of the Post**
   1. The teaching and training of students and other client groups to quality standards set by the College.
   2. The tutoring and management of one or more courses or groups of students.
   3. The development of Public Services courses.
2. **Specific Responsibilities**
   1. To teach students attending full-time, part-time and short courses as directed by the Head of Faculty
   2. To act as a course tutor to full-time and part-time groups and undertake the associated organisation, administration, and monitoring of attendance including the collection of data for course evaluation.
   3. To tutor other student and trainee groups including the maintenance of records of achievement and undertaking placement visits.
   4. To counsel students and maintain discipline as required.
   5. To participate in the recruitment of students including attendance at Shows and Careers Conventions.
   6. To participate in curriculum development to meet the needs of changing industrial demand and College development.
   7. To participate in demonstrations and practical activities with students and trainees on all courses.
   8. 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.
   9. To assist in the maintenance and sustainable development of resources and commercial activities.
   10. To promote and adhere to the College’s Safeguarding Policies and Procedures.
   11. To promote and adhere to the College’s Health & Safety Policies and Procedures.
   12. To manage student conduct in accordance with College policies.
   13. 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.
   14. The active promotion of and commitment to best practice in equity, diversity & inclusion.
   15. 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.
   16. 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 school other than that to which they were originally appointed.

Core Benefits;

Teachers’ Pension Scheme Health Cash Plan\*

44 days holiday (inc bank/public holidays)\*\* Enhanced Maternity & Paternity Benefits\*

Discounted On-site Gym Membership available Free on-site parking

Cycle to Work Scheme\* 10% discount on College courses

High Street Discounts Wellbeing programme

Opportunity for an annual Volunteering day Subsidised catering

(\* Subject to conditions / \*\* 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;………………………………

Employee

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

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| **Person Specification – Lecturer – Public Services** |

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| --- | --- | --- |
|  | **Essential** | **Desirable** |
| **Qualifications** |  |  |
| Educated to BSc Level or equivalent in a related subject | X |  |
| Hold an MCs/MA or PhD in a relevant subject area |  | X |
| To hold or be willing to work towards and achieve a Diploma in Teaching and Learning (Certificate in Education) or equivalent | X |  |
| To hold an appropriate professional qualification or equivalent |  | X |
| Minimum of grade C in GCSE Maths and English Language (or equivalent) | X |  |
| Commitment to and evidence of CPD | X |  |
| Assessor Qualification |  | X |
| IQA Qualification |  | X |
| **Experience & knowledge** |  |  |
| To have experience of working within the Public Service sector | X |  |
| Relevant and up to knowledge of the Public Service sector | X |  |
| Experience of working within the HE / FE sector | X |  |
| Experience of working in a flexible and positive manner and being able to adapt to changing work patterns | 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 equity, diversity and inclusion within the job role | X |  |
| **Safeguarding** |  |  |
| Provision of satisfactory enhanced DBS disclosure following interview | X |  |
| Ability to display 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 and 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 and Immigration Service Website.