

**Our mission is: 'Inclusion, realising potential, transforming lives'**

## **JOB DESCRIPTION**

**Job Title:** Lecturer/Assessor

**Responsible to:** Curriculum Manager

**Accountable to:** Director of Curriculum & Quality

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### **Job purpose**

To deliver high quality teaching, learning and assessment to ensure successful learner outcomes and maximise potential for all.

To manage, review, assess and train a caseload of learners who are based in the workplace and are currently undertaking Apprenticeships ensuring that they meet the occupational standards needed to achieve full framework or standards in a timely manner in order to meet the college income.

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### **Key responsibilities**

#### **Teaching**

- Deliver education programmes that motivate and inspire learners to achieve creating curriculum intent documentation and schemes of learning in line with the College standards
- Promote the benefits of technology and support learners in its use.
- Supervise practical activities, workshops and work placements as appropriate.
- Facilitate learning by selecting material and methods appropriate to student needs and course level to deliver a flexible learning programme.

- Design and moderate assignments and marking schemes and ensure the provision of constructive and timely feedback verbally and on marked work to support progression and achievement.
- Maintain accurate tracking of learner achievement in Markbook.
- Ensures appropriate classroom standards and resources to support teaching and learning.

## Management

- Participate in the selection process of prospective students.
- Lead other staff assigned to teaching duties on courses for which the postholder has been assigned responsibility.
- Administer appropriate records, registers and timetables, so that they are accurate and available on demand to College administration and external agencies.
- Assist with marketing, induction of students, evaluation and other administrative and promotional tasks, as required by the Curriculum Manager to support particular courses or programmes.
- Organise resources for effective teaching administration and assessments.
- Administer necessary Health and Safety procedures.

## Assessment

- Invigilate examinations as required.
- Prepare assignments and examination questions and assignment materials as required by external bodies and leaders.
- Mark, grade and give written or verbal assessments as required and meet all assessment deadlines.
- Liaise with external examiners/internal and external verifiers as required.
- Internally verify a range of courses as assigned by the Curriculum Manager.

## Curriculum

- Participate in curriculum reviews, such as deep dive and light touch activity, innovation and change in response to College or external agency needs or demands.
- Develop the curriculum through leadership or co-operation in development activities related to courses for which the post holder has been assigned responsibility.
- Implement curriculum change resulting from innovation and development.

## Pastoral and Welfare

- Establish and maintain relationships with individual students and groups to facilitate awareness of problems and difficulties.
- Identify students in need of pastoral and welfare support and advises within the limitations of personal competence or refers students to appropriate agencies.
- Prepare and submit reports to internal and external authorities concerning students' progress, attainment, personal qualities, interests, employment potential, difficulties and discipline.
- Maintain awareness and knowledge of current student support services provided by the

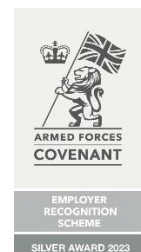


College and external agencies.

- Share in the responsibility for ensuring good standards of student behaviour and taking appropriate disciplinary action.

## Assessing

- Ensure that all apprenticeship framework/standard requirements, including functional skills are met and delivered in line with SASE & funding body guidance, including assessment in the workplace, and that learner progress is effectively tracked to ensure timely and overall completion and to ensure readiness for inspection and audit or end point assessment (EPA) where applicable.
- To work within the team to identify and secure a wide range of training opportunities, which support the achievement of internal and external targets in respect of new starts, growth of provision and retention and achievement rates.
- Manage a caseload of candidates who have started training programmes by monitoring attendance, progression, achievement and completion, offering pastoral support as required and by working with all parties involved in the training programme to resolve any issues that may impact on successful completion of programmes.
- Work with relevant internal departments to ensure that all candidates are enrolled and registered on all elements of qualification frameworks, to ensure accurate processing of learning claims in line with contract requirements.
- To undertake initial health and safety vetting and then regular monitoring of all employer premises to ensure that they provide a safe working environment for candidates in accordance with Health and Safety requirements. The College Health and Safety Team will also be available to provide additional support.
- Liaise with employers to co-ordinate the links between on-off-the-job training, provide regular information on candidate progress, attendance and achievement and monitor the quality of programme delivery through course review and the development of self-assessment reports.
- To undertake learner induction onto the training programmes using appropriate resources.
- Ensure that any additional learning support needs are identified on individual learning plans, training programmes agreed and progression monitored on a regular basis.
- On a monthly basis report on the performance of individual caseloads against agreed targets including achievement against targets, areas for improvement and areas causing concern.
- Undertake regular course reviews and work with the sector leaders to ensure appropriate self-assessment reports are produced for each occupation area and areas for improvement are identified to continually improve the quality of work based learning provision.
- Raise the awareness and the profile of the apprenticeship provision with internal college departments, and external partners by attending open days, promotional events and activities and supplying up to date marketing material.
- To provide professional support and guidance in dealing with enquiries or problems raised by learners, employers and internal and external organisations
- To understand the ESFA funding rules in relation to work based learning, to be aware of and comply with eligibility criteria, and to ensure the quality of paperwork is in line with internal and external audit requirements.
- To be responsible for and implement the delivery of comprehensive IAG with candidates to



determine their suitability for Work Based Learning provision and facilitate appropriate initial assessments where required.

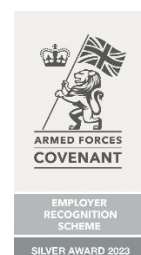
- Undertake initial assessment of learner's basic skills including diagnostic assessments if required and prior learning. Feedback the result to learners and decide upon the most suitable course of support for the learner.
- To deliver to all learners the highest quality training, instruction, guidance and support to work towards outstanding timely achievement and overall success on both individual qualifications, frameworks and standards.
- To conduct assessment, evaluation and progress reviews as appropriate using e-portfolio and other ILT processes ensuring efficient working practices. To provide regular and purposeful reports to employers, learners and the college to ensure a clear plan of action is in place, which is timely for each learner, and allows completion with agreed target dates.
- Liaise with college staff to maintain learners' progress and targets in relation to retention, attainment, completion of courses or apprenticeship frameworks where applicable.
- To fully comply and be responsible for vigorous and comprehensive candidate tracking to ensure at all times progress and status of learners is current and up to date, and in line with pre-determined progress targets. To prepare and produce regular learner progress updates to discuss with line manager at regular 121 and course board meetings.

### **Professional Development**

- Develop expertise and skills to ensure the best outcomes for learners.
- Respond to identified personal and professional needs in curriculum knowledge, teaching methodology, management and organisational skills, by undertaking self-directed learning, research and training as appropriate or required.
- Attend and participate in regular internal CPD to develop and maintain teaching and learning skills and expertise.
- Maintain and update teaching and training expertise and vocational skills through collaboration with employers.

### **Professional Standards**

- Exemplify behaviours which drive behaviour in-line with professional standards.
- Maintain up-to-date knowledge of developments and best practice in your area to provide sound professional advice to the staff.
- Actively participate in professional development and training activities, developing your own personal networks and reflecting on your own performance.
- Be a role model of excellence and professionalism for all staff and students.



## Responsibilities common to all Staff

- To establish, maintain and develop professional working relationships with colleagues.
- Follow all agreed Quality Assurance Mechanisms operating within the College and contribute generally to the establishment and development of a quality provision/service.
- The College operates a Personal Performance Review Scheme through which objectives and development plans are agreed. All staff are required to participate in the scheme and, with their manager, are jointly responsible for the completion of agreed actions.
- The College is keen to ensure the health and safety of students, staff and visitors. All staff are responsible for complying with the Health and Safety at Work Act 1974 and ensuring no-one is affected by individual acts or omissions.
- The College aims to be a place in which people can work and study free from discrimination. All staff and students are required to comply with the College's Single Equality Scheme.
- To contribute to the College's Mission, Values and British Values.
- To be aware of, and responsive to the changing nature of the College and adopt a flexible and proactive approach to work.
- All employees are required as part of their duties to accept responsibility for safeguarding, Prevent and promoting the welfare of children and vulnerable adults.
- To operate sustainably, ethically and responsibly, and to take action to increase efficiency and reduce consumption and waste

## Review Arrangements

- This job description is not a rigid specification but identifies main responsibilities, which will be amended in the light of organisational need and in discussion with the postholder.

## Working at the College

Our environment is inclusive, friendly and supportive, with high expectations for both staff and students. To thrive in our environment, you will need to be resilient, positive, able to work autonomously, have a strong work ethic, and put our learners at the heart of everything you do.



## Our College values are:

**We put our students and customers first** - prioritising their inclusion, learning and progress, supporting their health and wellbeing and realising their potential

**We recognise that people are our greatest asset** – recruit and retain the most talented staff, investing in them to fulfil their potential, creating a wealth of opportunities for personal development and progression, creating a culture of co-prosperity, galvanising them through inclusive practice, recognising the difference they make and rewarding them for the work they do

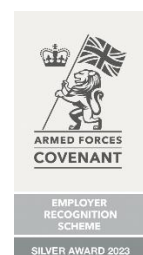
**We pursue excellence in all we do** - a passion for inclusive, high quality education, training and skills solutions, holding ourselves to the highest possible standards, meeting (and exceeding) targets, making improvements, valuing creativity, supporting digital innovation and pedagogy

**We embrace change** - looking forward to the future, maintaining a growth mind-set, exploring new routes to inclusion, partnership and collaboration, harnessing AI safely and ethically for efficiency, digitalising and embracing new technologies, anticipating and responding to ongoing economic and social needs and demands

**We collaborate and work in partnership with others** - actively seeking opportunities to become more inclusive, working with others in the best interests of the college community and key stakeholders, delighting our customers

**We operate sustainably, ethically and responsibly** – adding social capital through inclusion, working to achieve net zero carbon targets and enhancing biodiversity, acting with integrity, with high levels of accountability and complete transparency, treating others fairly and with respect, communicating clearly, concisely and openly.

**We are guided by the principles of sound financial stewardship and operational efficiency** – balancing an inclusive educational character with cost effectiveness, ever-mindful of an increasingly risk-laden and unpredictable operational environment, the need for broader sensitivity analysis in budgeting and forecasting and the importance of mitigating risks that could affect the college's solvency.



## PERSON SPECIFICATION

### Qualifications

- Degree or equivalent in subject area
- Teaching qualification
- Assessor and internal verifier awards (or commitment to achieve within one year).

### Experience and knowledge

- Recent relevant commercial or industrial experience within the occupational area
- Experience of building positive and collaborative relationships with colleagues and learners.
- Strong and up to date subject and teaching, learning and assessment knowledge
- Good understanding of the benefits of technology and ability to support learners in its use

Desirable:

- Experience of training and assessing competence-based programmes.
- Experience of working with work-based providers/employers.

### Skills and abilities

- Ability to inspire, motivate and raise aspirations of learners through enthusiasm and knowledge
- Creative and innovative
- Reflective
- Ability to work under pressure and to deadlines
- Problem solving ability
- Flexible approach to work
- Inclusive in approach
- To contribute to and maintain College values
- Must demonstrate suitability to work with children and vulnerable adults

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