**JOB SPECIFICATION**



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| **JOB TITLE** | **AREA OF WORK** |
| Foundation Learning Practical Lecturer | Croxteth |
| **SALARY** | **BENEFITS** |
| £19,337 - £26,807 per annum relating to qualifications and experience. Teacher qualified to commence at £21,012 | 32 days pro rata annual leave to include up to 5 days to be taken between Christmas and New Year  at direction of the Principal |
| **LINE MANAGER(S)** | **LINE MANAGER FOR** |
| Assistant Head of Centre - Liverpool | N/A |
| 1. **GENERIC KEY TASKS AND RESPONSIBILITIES**   **Refer to Management Guidelines regarding the determination of the duties of lecturing staff** | |
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| Predominantly, the role of a Practical Lecturer involves practical teaching but can also include classroom sessions.  **1 Manage learners to succeed.**  **2 To deliver high quality and effective teaching, learning and assessment.**  **3 Quality Assurance of all aspects of teaching, learning and assessment.**  **4 Promote and adopt an innovative and collaborative approach for the planning and practical delivery of lessons and assessments.**  **5 Prepare and maintain resources to expected standards.**  **6 Support safe and effective utilisation of internal and external specialist resources.**  **7 Participate in College promotional events.**  **8 Attend meetings as identified by Line Manager.**  **9 Undertake continuing professional development in order to meet College and learning area objectives.**  **10 Meet College standards and Values.** | |

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| 1. **DUTIES** |
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| **1 Manage Learners to Succeed**   * Participate in learner recruitment and enrolment. * Undertake module/unit management as directed by Line Manager and meet expected standards identified internally or externally. * Participate in inspirational learner induction. * Undertake personal tutorials, embracing and completing all aspects of eILP. * Support learners through the initial six weeks in College. * Meet with learners, parents/guardians, as directed by College protocols. * Address learner concerns promptly, signpost to other professionals, internally or externally, if appropriate and confirm actions have resulted in satisfactory outcome. * Monitor Key Performance Indicators (KPI) and report concerns through appropriate channels. * Participate in curriculum enhancement and development of learner employability skills as directed by Line Manager. |
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| **2Aspire to deliver High Quality teaching, learning and assessment**   * Aspire to deliver inspirational teaching, learning and assessment to promote high levels of student satisfaction to FE students and external clients. * Produce detailed and effective schemes of work and lesson plans. * Participate in the observation of teaching and learning process and embrace areas for improvement positively. * Deliver a range of innovative assessment methods to meet the requirements of awarding bodies, expected standards and address learner needs. * Produce effective assessment strategies to reduce front or end loading for learners, contribute to course team needs and provide for timely success. * Produce assessment briefs to expected standards. * Provide timely and effective feedback to learners that contribute to learner development and success. * Mark written work to expected standards. * Track and record learner progress effectively. * Contribute to standardisation activities relating to delivery and assessment*.* |
| **3Quality Assurance (QA)**   * Comply with internal and external quality assurance requirements. * Comply with quality assurance in relation to module/unit management. * Participate in course committee meetings, course team meetings, technical advisory meetings as required by the designated role. * Undertake internal verification of practical activities complying with College IV policy and external QA requirements. * Participate in internal verification standardisation events. * Populate learner/course tracking sheets and present in accordance with role at FE performance boards. * Invigilate examinations following awarding body regulations. |
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| **4 Undertake practical delivery and assessment to enable learners to succeed**   * Demonstrate and assess practical skills, complying with expected standards and prepared scheme of work to develop learner knowledge and skills. * Maintain assessment tracking records in required time frames. * Undertake practical interviews and make recommendations. |
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| **5 Prepare and maintain resources to expected standards**   * Ensure sufficient and appropriate resources are prepared with timeliness for identified learning sessions. * Ensure resources are maintained to expected standards in order to be safe and fit for purpose for learning and assessment and College promotional events. |
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| **6 Support safe and effective utilisation of internal and external specialist resources**  In conjunction with Job Coach:   * Support learners undertaking visits to industry. * Monitor work placement compliance with Health and Safety.   NB: Lecturers should not be placement H&S Officers.   * Monitor leaner progress at work placements. * Support and develop learners using College resources for work experience/skills. * Undertake Risk Assessments prior to learner visits to industry. |
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| 1. **Participate in College promotional events**  * Undertake tours of specialist resources with visitors involved with IAG events. * Showcase College learning area resources for College promotional events i.e. College Open day. * Ensure learning area resources are presented to expected standards |
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| **8 Attend meetings as identified by Line Manager**   * Contribute to learning area and course team meetings. * Attend staff performance management meetings. * Attend College meetings as directed by Line Manager. |

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| **9 Undertake continuing professional development in order to meet College and learning area objectives**   * Attend College mandatory and developmental CPD as directed by Line Manager, CPD or HR. * Undertake technical updating to ensure current industry standards are embedded in working practices. |
| **10 Meet College standards**   * To promote College sustainability policies and strategies by personal commitment and lead by example. * To take an active role in all team activities to ensure full compliance with agreed safety, quality and environmental standards and expectations. * You role model and promote the College values:   + **Learning** - Our delivery will be high quality and innovative with students at the heart of decision making.   + **People** - We will enable staff and students to fulfil their potential whilst promoting resilience, leadership, accountability and teamwork.   + **Sustainability** - We will provide a happy, healthy, safe, supportive and sustainable environment in which to live, work and study.   + **FREDIE**- We will advance FREDIE:  Fairness, respect, equality, diversity, inclusion, engagement in all we do.   Promote College sustainability policies and strategies by personal commitment and leading by example and complying with all quality and environmental standards and expectations. This includes active involvement in carbon reduction, embedding of carbon reduction practices (lights off, heating down etc.) and being vigilant in relation to the College’s approach to Reduce, Reuse and Recycle ethos.    Actively participate in the Annual Review and Development process in line with individual needs and College strategic plan priorities. Agree objectives with the Line Manager and ensure they are achieved.    Be responsible for promoting and safeguarding the welfare of children, young people and vulnerable adults at all times in line with the College’s own Safeguarding Policy and practices.    Be thoroughly aware of College Health and Safety policies and procedures, attend mandatory health and safety training appropriate to the role and ensure the full implementation of College policies, procedures across all areas of responsibility. Ensure that employees within line management are also compliant with the policies, procedures and training requirements including reporting and recording all accidents and near misses.  Ensure full adherence to and implementation of the Data Protection Act 1998, the General Data Protection Regulations 25 May 2018 and the College Data Protection Policy and Procedure and ensure that employees within their responsibility.  Any other duties that may reasonably be required by Line Management and the Chief Executive & Principal. |
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| 1. **KEY TASKS AND RESPONSBILITIES** **SPECIFIC TO LEARNING AREA AND/OR CURRICULUM LEVEL** |
| * To delivery Entry Level and Level 1 programmes to Foundation Learning students at Croxteth Centre to ensure the best possible experience and success for all students. Qualifications delivered include E2 / E3 Skills for Working Life, L1 Personal and Social Development and E3 / L1 Employability. * To promote student achievement attendance and achievement * To ensure that provision at the Croxteth centre mirrors best practice. * To work effectively with the College’s Inclusive Learning Team, ensuring that the needs of learners are addressed |

**Location of work**

You may be required to work at or from any building, location or premises of Myerscough College, and any other establishment where Myerscough College conducts its business.

**Variation to this Job Description**

This is a description of the job as it is at present, and is current at the date of issue.  The job description will be renewed and updated as necessary to ensure that appropriate revisions are incorporated, and that it relates to the job to be performed.  This process is conducted jointly with your Line Manager.  You are expected to participate fully in the review and, following discussion, to update your job description as is considered necessary or desirable.  It is our aim to reach agreement on reasonable changes.  However, if such agreement is not forthcoming, Management reserves the right to insist on changes after consultation with you.

**EMPLOYEE SPECIFICATION**

(A) Assessed via Application form ( I ) Assessed via Interview

(P) Assessed via Presentation in interview (T) Assessed via Test

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| **ESSENTIAL CRITERIA:** | **DESIRABLE CRITERIA:** |
| ***Personal Attributes*** | |
| Presentable and professional appearance (I)  Ability to work as part of a team (A/I)  Ability to work to quality standards (A/I)  Good command of the English language (A/I)  Good attendance at work record (A/I)  Appropriate level of physical and mental fitness (PI) |  |
| ***Attainments*** | |
| Level 3 FE qualification (A)  Teaching qualification with evidence of consistent high success rates with learners, or willing to work towards (A/I/MT)  Experience of working with learners with learning difficulties / disabilities (A/I)  GCSE English and Maths at Grade C or above or equivalent (A)  Positive management of learner’s journey and learners experience (A) | Degree in a relevant subject area (A) |
| ***General Intelligence*** | |
| Enthusiastic and self-motivated (A/I)  Appropriate to professional lecturer (A/I) |  |
| ***Special Aptitudes*** | |
| Adaptable and able to work flexibly, within a team or on own initiative (A/I)  Inspirational role model (I)  Experience of managing qualifications (A) |  |
| ***Interests*** | |
| Subject related interests (A/I)  Continued professional development within sector (A/I) | Empathy with education (A) |
| ***Disposition*** | |
| Excellent interpersonal skills (I)  Good communication skills (I)  Approachable (I)  Person centred approach (I) |  |
| ***General*** | |
| An understanding of health and safety requirements of a working environment (A/I)  An understanding of equal opportunities and Equality, Diversity and Inclusion issues within an educational context (A/I)  An understanding of “safeguarding” and its importance within the College \* (A/I) |  |
| ***Circumstances*** | |
| Willing to apply for Disclosure and Barring Service clearance at Enhanced level (A/I)  Ability and willingness to work flexibly (I)  Weekend and Bank holiday rota where applicable (I)  External work placement visits (I)  Evenings as required – careers/conventions (I)  Possess a current driving licence or willing to travel as required by other means (A/I) | Prepare to travel for College work |

\*Interviews will explore issues relating to safeguarding and promoting the welfare of children, including motivation to work with and ability to form and maintain appropriate relationships and personal boundaries with children and young people together with emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline.

**TERMS AND CONDITIONS**

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| **JOB TITLE** | **AREA OF WORK** |
| Foundation Learning Practical Lecturer | Croxteth |
| **SALARY** | HOURS OF WORK |
| £19,337 - £26,807 per annum  relating to qualifications and experience  Teacher qualified to commence at £21,012 | 37 hours per week  Refer to Management Guidelines |
| ANNUAL LEAVE ENTITLEMENT | PENSION |
| 32 days to include up to 5 days to be taken between Christmas and New Year | Teachers’ Pension SchemeUp to £29,187.99 pa 7.4% Employee£29,188 - £39,290.99 pa 8.6% Employee£39,291 - £46,586.99 pa 9.6% Employee£46,587 - £61,742.99 pa 10.2% Employee£61,743 - £84,193.99 pa 11.3% Employee£84,194 and above pa 11.7% Employee23.68% EmployerYou will automatically become a member of the TPS |
| PROBATIONARY PERIOD | DRESS CODE |
| A probationary period of nine months applies to new entrants to the College | All post holders are expected to be of a professional and presentable appearance as per Learning Area Standards.  Refer to Staff Professional Code of Conduct |
| REFERENCES / MEDICAL CLEARANCE / DISCLOSURE | |
| The appointment is subject to the receipt of satisfactory references, medical clearance and Disclosure & Barring Service check/ISA (if applicable).  Occupational Sick pay is not paid during the first four months of service and thereafter is subject to the College’s Sick Pay Scheme  Should your application be successful you will be sent further details via email from eSafeguarding. They are the Registered Umbrella Body we have chosen to complete the Disclosure and Barring Service (DBS) process on your behalf.  Please note that all new employees of the College will be required to pay for their DBS check via eSafeguarding at the time of application (at present £40.00 for an enhanced level check). | |

**DBS UPDATE SERVICE**

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| The Disclosure and Barring Service (DBS) update service lets applicants keep their DBS certificates up to date online and allows employers to check a certificate online. | |
| **BENEFITS TO YOU** | **HOW TO REGISTER** |
| * Saves you time and money * One DBS certificate may be all you will ever need * Take your DBS certificate from role to role within the same workforce * You are in control of your DBS certificate * Get ahead of the rest and apply for jobs DBS pre checked | You can [register online](https://secure.crbonline.gov.uk/crsc/subscriber) as soon as you have your application reference number. You can ask for the number when you apply for your DBS check.  Or you can wait and [register](https://secure.crbonline.gov.uk/crsc/subscriber) with your certificate number when you receive your DBS certificate. **If so, you must do so within 30 days of the certificate being issued.**  To check the progress of your DBS certificate use the [DBS tracking service.](https://secure.crbonline.gov.uk/enquiry/enquirySearch.do)  **Registration lasts for 1 year and costs £13 per year (payable by debit or credit card only).**  You’ll get an ID number with your registration that you need to log on to the service. Make sure you write it down. |
| **WHAT YOU GET** | |
| When you join, you’ll get an online account that lets you:   * Take your certificate from one job to the next * Give employers permission to check your certificate online, and see who has checked it * Add or remove a certificate | |