**JOB SPECIFICATION**



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| **JOB TITLE** | **AREA OF WORK** |
| Part-time Hourly Paid Practical Lecturer in Photography | Greenspace and Creative Design - Preston |
| **SALARY** | **BENEFITS** |
| Part-Time Hourly Paid Practical Lecturer rate is £21.36. Unqualified rate is £18.27. Salary includes an element of holiday pay. | Teachers’ Pension Scheme  Payment for holiday entitlement will be incorporated into hourly rate based on a pro rata of a full time equivalent holiday entitlement of 32 days, plus Bank Holidays |
| **LINE MANAGER(S)** | **LINE MANAGER FOR** |
| Assistant Head of Area for Further Education | 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 is to provide inspirational teaching through positive and dynamic teaching and learning.  **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 inspirational learner induction. * 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 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*.* |
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| **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, and 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 In line with the Professional Standards for Teaching and Training – England actively promote the professional values and attributes**   * Reﬂect on what works best in teaching and learning to meet the diverse needs of learners * Evaluate and challenge your practice, values and beliefs * Inspire, motivate and raise aspirations of learners through enthusiasm and knowledge * Be creative and innovative in selecting and adapting strategies to help learners to learn * Value and promote social and cultural diversity, equality of opportunity and inclusion * Build positive and collaborative relationships with colleagues and learners |
| **5 In line with the Professional Standards for Teaching and Training – England actively promote and embed professional knowledge and understanding into your practice**   * Maintain and update knowledge of subject and/or vocational area * Maintain and update knowledge of educational research to develop evidence-based practice * Apply theoretical understanding of effective practice in teaching, learning and assessment drawing on research and other evidence * Evaluate your practice with others and assess its impact on learning * Manage and promote positive learner behaviour * Understand the teaching and professional role and responsibilities   **6 In line with the Professional Standards for Teaching and Training – England actively promote the development of professional skills**   * Motivate and inspire learners to promote achievement and develop their skills to enable progression * Plan and deliver effective learning programmes for diverse groups or individuals in a safe and inclusive environment * Promote the beneﬁts of technology and support learners in its use * Address the needs of learners and work creatively to overcome individual barriers to learning * Enable learners to share responsibility for their own learning and assessment, setting goals that stretch and challenge * Apply appropriate and fair methods of assessment and provide constructive and timely feedback to support progression and achievement * Maintain and update teaching and training expertise and vocational skills through collaboration with employers * Contribute to organisational development and quality improvement through collaboration with others |
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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 ie 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 Exceed College standards**   * To promote College sustainability policies and strategies by personal commitment * 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.  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. |

**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 in photography or a related creative discipline (A)  Industry experience in a related subject (A/I)  GCSE English and Maths at Grade C/4 or above (or an equivalent standard) (A)  Teaching Qualification or willing to undertake (A) | Teaching Experience (A) |
| ***General Intelligence*** | |
| Enthusiastic and self-motivated (A/I) |  |
| ***Special Aptitudes*** | |
| Desire to demonstrate good practice and high standards within sector (A/I)  Excellent communication skills with the ability to motivate learners (A/I/P)  Competent in ICT (A/I)  Adaptable and able to work flexibly, within a team or on own initiative (A/I) | Teaching/training experience and knowledge of developments in teaching and learning (A/I) |
| ***Interests*** | |
| A professional interest in the subject discipline (A/I/P)  Evidence of high levels of continued professional development (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)  Evenings as required – careers/conventions (I)  Possess a current driving licence or willing to travel as required by other means (A/I) |  |

\*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** |
| Part-time Hourly Paid Lecturer in FE Photography | Preston |
| **SALARY** | HOURS OF WORK |
| Qualified Part time hourly paid Lecturer rate  Includes an element of holiday pay | As per Statement of Hours (153 hours) |
| ANNUAL LEAVE ENTITLEMENT | PENSION |
| Payment for holiday entitlement will be incorporated into hourly rate based on a pro rata of a full time equivalent holiday entitlement | Teachers’ Pension Scheme Up 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% Employee  23.68% Employer  You 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 and 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 | |
| **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.   ***Employees are expected to take responsibility for managing their own health, safety and wellbeing*.** | |

**DBS UPDATE SERVICE**

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| 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). | |
| **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 | |