

GENERIC JOB DESCRIPTION

HOURLY PAID LECTURER – ABINGDON and WITNEY COLLEGE

The job description for part-time lecturers (appointed for hourly paid class contact teaching) is the same, in respect of the courses and classes which the contract covers, as that of a lecturer on a standard contract. There is normally no regular requirement to attend College for periods outside the class contact hours but you will be asked to attend occasional events such as parents' evening, where appropriate.

This is a generic job description and covers all types of lecturer appointments. For details of what you are expected to do in your specific post, you should speak to your Programme Area Manager.

1. Objective and Purpose of the Job

To provide a quality educational experience which:

- a) enables students to develop, both academically and personally;
- b) facilitates appropriate student progress, and
- c) optimises use of resources, with varied and flexible styles of delivery .

2. Main Responsibilities and Main Duties of the Post

- Support effective learning in your subject area.
- Prepare the course programme and learning materials before the classes start and recognise the need to keep the course content interesting, stimulating and relevant.
- To support, contribute to and take personal responsibility for implementing the College's commitment to Equality and Diversity.
- Set and assess course work, monitor student performance, keep records of work completed, monitor attendance and identify problems to course tutors/leaders.
- Liaise with other members of the course team to ensure an integrated approach to the course programme.
- Mark the register for each class meeting, maintain it and complete it, as required at the end of the course.
- Adjust teaching methods to meet the needs of different age, gender and ethnic groups.

- Complete student and course reports and other records as may be required by the Head of School or Course Leader.
- Undertake tutorial or pastoral duties, if required.
- Liaise with parents or employers where necessary.
- Take part in curriculum development and evaluation, if required.

Other Duties Applicable To All Staff Working At Abingdon and Witney College

- Participate in a programme of personal development.
- Keep abreast of developments in their area.
- Adhere to the Health and Safety policies and procedures in force within the College, with particular regard to their own safety and that of other people using the College.
- Deal with all visitors to the College in a courteous and helpful manner.
- Staff must abide by any College policies in relation to dealings with staff and students, eg communications, equal opportunities and employment policy.
- As a term of your employment you may be required to undertake such duties as may reasonably be required of you, commensurate with your grade, at any of the College sites.

The college reserves the right to amend the job description in consultation with the employee to reflect changes in the duties of the post.

The details shown under this section are for broad information only and must not be taken as a full contract of employment.

SAFEGUARDING - Abingdon & Witney College is committed to ensuring the well being of all young people and vulnerable adults in its care.

EQUAL OPPORTUNITIES - Abingdon & Witney College aims to be an equal opportunity employer. We are committed to the policy that staff recruitment shall be carried out in accordance with equal opportunities practice and legislation and that appointments shall be made only on the basis of job-related criteria.

✓✓ **Abingdon & Witney College is committed to good practice in employing people with disabilities. To this end the College will:**

- * Interview all applicants with a disability who meet the minimum criteria for a job vacancy and consider them on their abilities.
- * Ask employees with disabilities at least once a year what can be done to be sure that they can develop and use their abilities at work.
- * Make every effort when employees become disabled to make sure they stay in employment.

- * Make sure key employees develop the awareness of disability needed to make this commitment work.
- * Review these commitments annually.

PERSON SPECIFICATION

Essential Criteria:

- Qualified to degree level or equivalent
- Qualified teacher (or, for an exceptional candidate, willingness to qualify)
- Level 2 in Numeracy, Literacy and IT
- Demonstrate a knowledge and understanding of Safeguarding/Child Protection issues relevant to the post
- Excellent teaching skills
- Ability to relate to diverse teaching groups
- Skills relevant to tutorial / pastoral support
- Commitment to learner success

Desirable Criteria:

- Relevant vocational qualification
- Assessor / verifier qualifications
- Experience of education in a post 16 setting