Job Description

Lecturer in Health and Social Care

Title of Post: Lecturer in Health and Social Care
Maternity cover until 27th April 2012

School: School of Health, Social Care and Early Years

Grade: Uxbridge College Academic Pay Scale pt. 23 – 36

Reporting to: Section Manager: Health and Social Care

Base: Uxbridge/Hayes

BACKGROUND

The post of lecturer involves considerable subject-based and pedagogic knowledge and understanding, and it is therefore essential that the post holder has a motivation for keeping themselves up-to-date with developments in their professional area and also in the practises of teaching and learning. Lecturing is more than just teaching; it includes all aspects of the learning process, including preparation and planning, and the assessment and evaluation of students. All post holders are expected to consistently review and assess their performance alongside colleagues and engage in positive and critical debate on pedagogic issues. All lecturers must be committed to inclusive learning and ensuring that they take on the very best practice to meet individual learner needs including the promotion of equal opportunities. All staff are required to implement College policies. Further Education is an ever-changing service and all staff are expected to participate constructively in College activities and to adopt a flexible approach to their work. This job description will be reviewed annually during the appraisal process and will be varied in the light of the business needs of the College.

MAIN PURPOSE OF THE POST

The main purpose of the job is to ensure the retention and achievement of students through the delivery of good practice in teaching and learning. The Lecturer will teach, develop and improve programmes of study in subjects and courses relevant to the post-holder’s knowledge, qualifications and experience.

DUTIES

Recruitment of Students

- Participate in open evenings and recruitment activities to ensure that potential applicants and students receive accurate information and guidance.
- Complete and contribute to the production of accurate information and fact sheets.
- Interview potential applicants and contribute to the College’s interviewing schedules.
- Contribute to the development, promotion and delivery of the team’s marketing and recruitment strategies.
Induction and Support for Students

- Carry out student inductions and contribute to the design of induction programmes.
- Produce course handbooks.
- Carry out academic progress reviews, including the completion of necessary documents.
- Where appropriate act as a named tutor and liaise with the College’s Attendance Co-ordinators to ensure the attendance, retention and achievement of students.
- Understand and keep up-to-date with student support and learning support arrangements, ensuring students have full information and making appropriate referrals.
- Where appropriate ensure that basic skills initial and diagnostic assessments, are undertaken and that students receive effective learning support.
- Ensure that resources within your subject area are kept up-to-date and accessible to students and other staff in liaison with the curriculum managers and the College’s Learning Centres.
- Prepare students for employability, career progression and/or further education and training.
- Produce reports and attend events to provide information to parents/employers.

Design and Delivery of Programmes

- Teach on a range of programmes in the relevant subject area, including BTEC Health and Social Care Levels 1 – 3.
- Prepare schemes of work, lesson plans and resource materials for teaching programmes.
- Utilise IT and e-learning technology to deliver elements of the curriculum.
- Where appropriate integrate the delivery and assessment of Functional Skills into the curriculum and deliver Functional Skills.
- Prepare assessment plans and schedules and ensure students are aware of your expectations.
- Assess students’ progress regularly including the timely marking of work and giving feedback, both written and oral.
- Work towards the integration of students’ basic skills’ development in the delivery of teaching and learning.

Curriculum Management

- Attend team meetings and College events as directed by managers.

Updated Sept 2011
- Keep records up-to-date, including the completion of registers, and other required documentation.

- Liaise with colleagues to ensure that new members of staff are fully apprised of requirements.

Quality

- Carry out student questionnaires and elicit student feedback on the quality of teaching and learning.

- Contribute to course reviews including reviews of your subject area and the setting, implementation and monitoring of action plans.

- Set targets for achievement, retention and attendance and participate in the College’s performance management programme.

Other

- Keep knowledge and skills up-to-date through self-study and undertake staff development and secondments relevant to professional needs.

- Promote Equal Opportunities and implement the College’s Equal Opportunities Policy.

- Participate in the College’s staff appraisal and mentoring processes.

- Provide a secure, safe and friendly learning environment including implementation of College’s Health & Safety Policy.

- Complete all documents necessary to comply with College Personnel policies, e.g. temporary lecturer booking forms, sickness forms, appraisal forms, etc. and ensure all staffing records are kept up-to-date.

- Carry out any other duties commensurate with the scale and grade of the post.
# Lecturer in Health and Social Care
## Person Specification

<table>
<thead>
<tr>
<th>Qualifications</th>
<th>Essential</th>
<th>Desirable</th>
<th>How assessed?*</th>
</tr>
</thead>
<tbody>
<tr>
<td>- A degree in the relevant subject area</td>
<td>✔</td>
<td></td>
<td>Cert/AF</td>
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<tr>
<td>- A recognised advanced level teaching qualification or willingness and ability to obtain one</td>
<td>✔</td>
<td></td>
<td>Cert/AF</td>
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## Knowledge and Experience

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<tbody>
<tr>
<td>- Teaching or training experience in the subject area</td>
<td>✔</td>
<td></td>
<td>AF/IV</td>
</tr>
<tr>
<td>- Experience in Health and/or Social Care sector</td>
<td>✔</td>
<td></td>
<td>AF/IV</td>
</tr>
<tr>
<td>- Up to date knowledge of the relevant subject area</td>
<td>✔</td>
<td></td>
<td>AF/IV</td>
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## Other Skills

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<tr>
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<tbody>
<tr>
<td>- Good written and verbal communication skills</td>
<td>✔</td>
<td></td>
<td>AF/IV/T</td>
</tr>
<tr>
<td>- Good interpersonal skills</td>
<td>✔</td>
<td></td>
<td>IV</td>
</tr>
<tr>
<td>- Good classroom practice</td>
<td>✔</td>
<td></td>
<td>IV/T</td>
</tr>
<tr>
<td>- Good IT skills</td>
<td>✔</td>
<td></td>
<td>AF</td>
</tr>
<tr>
<td>- Ability to use IT within the curriculum</td>
<td>✔</td>
<td></td>
<td>IV/T</td>
</tr>
<tr>
<td>- Good administration/organisational skills</td>
<td>✔</td>
<td></td>
<td>AF/IV</td>
</tr>
<tr>
<td>- Good team working skills</td>
<td>✔</td>
<td></td>
<td>AF/IV</td>
</tr>
<tr>
<td>- Commitment to undertaking an advanced level teaching qualification within two years of appointment</td>
<td>✔</td>
<td></td>
<td>AF</td>
</tr>
<tr>
<td>- Self-motivation</td>
<td>✔</td>
<td></td>
<td>AF/IV</td>
</tr>
<tr>
<td>- The ability to enthuse and inspire students</td>
<td>✔</td>
<td></td>
<td>IV/T</td>
</tr>
<tr>
<td>- Commitment to learners and learner achievement.</td>
<td>✔</td>
<td></td>
<td>IV</td>
</tr>
<tr>
<td>- Understanding of the importance of Equality and Diversity and Safeguarding in education</td>
<td>✔</td>
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<td>IV</td>
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</tbody>
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## Competencies

*Evidence of criteria will be established from:
Cert = Certificates checked on induction
AF = Application Form
IV = Interview
T = Test (Micro-teach/skills test at interview stage)

*Academic staff should be able to demonstrate competency in the following areas:*

- Communication
- Planning and Organising
- Interpersonal Sensitivity
- Adaptability/Flexibility
- Results Focus