

**Buxton and Leek College (part of University of Derby)**

**Job Description**

# **Job Summary**

## **Job Title**

T Level Lead Lecturer in Digital Support

## **College/Department**

Buxton and Leek College

## **Location**

Devonshire Road, Buxton, SK17 6RY

## **Job Reference Number**

0510-21

## **Salary**

£28,756 to £39,739 per annum

## **Reports To**

Curriculum Leader

## **Line Management Responsibility**

Yes

# **Job Description and Person Specification**

## **Role Summary**

To lead on the development, planning, teaching and management of learning across designated curriculum areas in line with the requirements of Buxton and leek College, the University of Derby and Training Foundation Professional Standards.

## **Principal Accountabilities**

1. To be responsible for developing and co-ordinating a T Level programme/pathway that incorporates core and specialist knowledge, maths and English, enrichment, tutorial and any professional qualifications/additionalities required by the standard.
2. To plan, deliver and assess the teaching and learning of knowledge, skills and behaviours in line with T level standards, including the learning taking place in class, online, in industry placement or via any other appropriate forum.
3. To plan, deliver and assess the teaching and learning of knowledge, skills and behaviours on other related qualifications/programmes.
4. To act as a personal tutor, course leader, and Lead IV as required.
5. To take an active part in course team meetings and activities.
6. To lead a team, if required.
7. To develop and maintain high quality standards in line with the demands of the Education Inspection Framework
8. To engage with employers to support high quality learning outcomes, including but not limited to:
   1. Participating in monitoring visits for students on work placement, recording the “real world” learning taking place using designated tracking and monitoring systems, providing feedback for all stakeholders.
   2. Engaging and collaborate with employers in the planning and design of the T level curriculum/pathway including the employer led project.
   3. Preparing learners for their industry placement, working with the progress coach and industry placement team to ensure that learners are “work ready” and in a position to learn in a positive and safe way.
   4. Working with employers to set expectations regarding the knowledge, skills and behaviours to be gained/developed by learners whilst in placement and to ensure a positive experience from induction to completion.
   5. Supporting employers in setting and contributing to the employer led project.
9. To take an active part in the University’s and the Education and Training Foundation’s Staff Development Programme to ensure flexible and responsive curriculum delivery.
10. To take an active part in all extra curricula activities, including open days, recruitment events and external moderation processes.
11. To develop and maintain positive collaborative relationships with internal and external partners (BLC/UOD academic staff, business support staff, parents, employers, external agencies/organisations)
12. To prepare learners for internal and external assessments including examinations according to the requirements of the relevant standard.

**General Duties**

1. To undertake such class contact duties for the grade as are laid down in the University FE Academic Contract.
2. To teach effectively (including the necessary preparation) using a variety of methods on appropriate programmes as directed by the subject Curriculum Leader.
3. To maintain currency with and operate within the demands of the Education Inspection Framework.
4. To assess and record students’ progress on a regular basis using designated systems E.g. e Trackr (marking, profiles, learning agreements, action plans, records of achievement, cause for concerns etc.)
5. To respond to the personal and social needs of students in the learning situation.
6. To prepare schedules of learning and lesson plans, write and set assignments, tests, examinations, marking schemes.
7. Integrate the development of English and Mathematics skills into all aspects of the T level programme, classroom based, online, industry placement and other appropriate forums.
8. To ensure that all appropriate administrative records are accurately completed and maintained in accordance with University procedures, e.g. enrolment forms, attendance registers, student Individual Learning Agreements or training plans.
9. To ensure that students behave in a responsible manner to a high standard of safety in classrooms, practical areas and around the University campus.
10. To ensure relevant links with outside agencies, education support services, parents and employers.
11. To undertake any other administrative and teaching duties which may, from time to time, reasonably be required within the general level of responsibility of the post, as agreed with the Curriculum Leader.
12. To comply with the requirements of Health & Safety, other relevant legislation and University documentation.
13. To understand and comply with the University’s Equality and Diversity Policies.
14. To comply with copyright and software licensing legislation and related University procedures.
15. To undertake appropriate training and Continuing Professional Development activities as requested by the Curriculum Leader.
16. To work with support staff, programme and course teams as appropriate.
17. To participate in and contribute to curriculum development.
18. To ensure that the College’s Quality Assurance Procedures are completed and actioned.
19. To contribute to the marketing activities of the College.
20. To comply with the requirements of Safeguarding Children and Vulnerable Adults, Prevent, Health and Safety, Quality and other University policies including Equal Opportunities, Risk Management and Equality and Diversity.

## **Person Specification**

### **Essential Criteria**

#### **Qualifications**

* Hold or be willing to work towards a teaching Qualification e.g. BEd, Cert. Ed., DTLLs or equivalent
* Relevant degree or professional qualification or equivalent
* Level 2 Qualifications (either in Functional Skills or GCSE A-C) in both English and maths or a willingness to achieve within an agreed timescale

#### **Experience**

* Demonstrable evidence of high-quality outcomes in Education or Industry
* Relevant industry experience

#### **Skills, knowledge and abilities**

* Comprehensive understanding of digital support and the requirements within industry
* A knowledge / awareness of and commitment to strategies which promote equality and diversity
* A knowledge of appropriate progression routes for learners
* Highly developed communication skills
* Ability to work effectively on your own and with a small team
* Well-developed administrative and organisational skills
* Ability to lead a team
* Good time management skills
* Ability to deal effectively with internal and external stakeholders
* Competency in delivering resources through a range of methods e.g. face to face and online platforms

#### **Business requirements**

* A commitment to the principle of widening participation
* A commitment to continued professional development
* A commitment to the College’s values and behaviours
* A willingness to work across College sites and externally
* Willingness and flexibility to travel and work between University and external sites in a cost effective and timely manner

### **Desirable Criteria**

#### **Qualifications**

* Team Leading/Supervisor

#### **Experience**

* Experience of programme/course leadership and management
* Relevant industrial experience
* Experience of Internal and External Verification processes
* Experience of delivering teaching or training programmes to post 16 age group
* Experience of developing and/or planning new programmes/qualifications

#### **Skills, knowledge and abilities**

* Knowledge of T level programmes
* Detailed knowledge of appropriate qualifications associated with the subject area
* Knowledge of the latest developments in Education and Training, particularly T Levels

# **Benefits**

As well as competitive pay scales, we offer generous holiday entitlement. We also offer opportunities for further salary progression based on performance, and the opportunity to join a contributory pension scheme.

The University of Derby is committed to promoting equality, diversity and inclusion. However you identify, we actively celebrate the knowledge, experience and talents each person brings.

For more information on the benefits of working at the University of Derby go to [the Benefit pages of our website.](https://jobs.derby.ac.uk/display.aspx?id=1912&pid=0&tabId=230)