

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

**Job Description**

# **Job Summary**

## **Job Title**

FE Sessional Cover Lecturer

## **College/Department**

Buxton and Leek College

## **Location**

Buxton and Leek Campuses

## **Job Reference Number**

0689-21

## **Salary**

£23.40 per hour

## **Reports To**

Curriculum Leader

## **Line Management Responsibility**

No

# **Job Description and Person Specification**

## **Role Summary**

To effectively carry out teaching and the management of learning across designated curriculum areas in line with the requirements of the duration and Training Foundation Professional Standards.

## **Principal Accountabilities**

1. To be responsible for developing and co-ordinating a specific programme or development within a programme area or across the University.
2. To act as a personal tutor, course leader, and Lead IV as required.
3. To take an active part in course team meetings and activities.
4. To lead a team, if required.
5. To develop and maintain high quality standards in line with the demands of the Common Inspection Framework.
6. To participate in monitoring visits for students on work placement.
7. To take an active part in the University’s Staff Development Programme to ensure flexible and responsive curriculum delivery.
8. To take an active part in all extra curricula activities, including open days, recruitment events and external moderation processes.

**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 Common Inspection Framework.
4. To assess and record students’ progress on a regular basis by appropriate means e.g. marking, profiles, learning agreements, action plans, records of achievement etc.
5. To respond to the personal and social needs of students in the learning situation.
6. To prepare programmes of work and lesson plans, set assignments, tests, examinations, marking schemes.
7. 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.
8. To ensure that students behave in a responsible manner to a high standard of safety in classrooms, practical areas and around the University campus.
9. To ensure relevant links with outside agencies, education support services, parents and employers.
10. 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.
11. To comply with the requirements of Health & Safety, other relevant legislation and University documentation.
12. To understand and comply with the University’s Equality and Diversity Policies.
13. To comply with copyright and software licensing legislation and related University procedures.
14. To undertake appropriate training and Continuing Professional Development activities as requested by the Curriculum Leader.
15. To work with support staff, programme and course teams as appropriate.
16. To participate in and contribute to curriculum development.
17. To ensure that the College’s Quality Assurance Procedures are completed and actioned.
18. To contribute to the marketing activities of the College.
19. 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 working 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 ability to engage with learners to support high quality learning outcomes
* Experience of delivering teaching or training programmes to post 16 age group
* Experience of delivering high quality provision in line with national benchmarks

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

* Detailed knowledge of appropriate qualifications associated with the subject area
* Knowledge of the latest developments in Education and Training
* 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

#### **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

### **Desirable Criteria**

#### **Qualifications**

* Assessor/Verifier Awards

#### **Experience**

* Experience of programme leadership and management
* Relevant industrial experience
* Experience of Internal and External Verification processes

# **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)