

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

**Job Description**

# **Job Summary**

## **Job Title**

FE Sessional Lecturer in Business and IT

## **College/Department**

Buxton and Leek College

## **Location**

Buxton and Leek Campuses

## **Job Reference Number**

0672-21

## **Salary**

£23.40 per hour

## **Reports To**

Curriculum Leader

## **Line Management Responsibility**

No

# **Job Description and Person Specification**

## **Role Summary**

To deliver high quality teaching and assessment to the students of Buxton and Leek College and facilitate effective learning in line with the requirements of the Education and Training Foundation Professional Standards.

## **Principal Accountabilities**

1. To teach effectively (including the necessary preparation) using a variety of methods on appropriate programmes as directed by the subject Curriculum Leader.
2. To assess and record students’ progress on a regular basis by appropriate means e.g. marking, internal verification, learning agreements, action plans etc.
3. To respond to the personal and social needs of students in the learning situation.
4. To prepare programmes of work and lesson plans, set assignments, tests, examinations, marking schemes.
5. To ensure that all appropriate administrative records are accurately completed and maintained in accordance with College procedures, e.g. enrolment forms, attendance registers, student Individual Learning Agreements.
6. To ensure that students behave in a responsible manner to a high standard of safety in classrooms, practical areas and around the College and University campus.
7. To comply with the requirements of Health & Safety, other relevant legislation and College documentation.
8. To comply with copyright and software licensing legislation and related University procedures.
9. To undertake appropriate training and Continuing Professional Development activities as requested by the Curriculum Leader.
10. To work with support staff, programme and course teams as appropriate.
11. To ensure that the College’s Quality Assurance Procedures are completed and actioned.
12. To contribute to the marketing activities of the College.
13. To comply with the requirements of Safeguarding Children and Vulnerable Adults, Prevent, Health and Safety and other University and College policies including Equal Opportunities, Risk Management and Equality and Diversity
14. Attendance at the following Boards/Meetings, where it is appropriate and where meetings can be arranged to fit in with other commitments:
	1. Development meetings
	2. Probation and Development Review
	3. Course/Team meetings
	4. Any relevant meetings associated with internal and/or external periodic scrutiny (e.g. OFSTED)
15. All staff should be aware of the importance of their own and the University’s joint responsibility to safeguard and promote the wellbeing of children and vulnerable adults.

## **Person Specification**

### **Essential Criteria**

#### **Qualifications**

* Hold or be willing to undertake a Level 3 teaching qualification e.g. Certificate in Education
* 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
* Relevant degree

#### **Experience**

* Demonstrable evidence of ability to engage with learners to support high quality learning outcomes

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

* Highly developed communication skills
* A knowledge / awareness of and commitment to strategies which promote equality and diversity
* Ability to use own initiative
* Ability to work effectively on your own and with a small team
* Well-developed administrative and organisational skills
* Ability to work flexibly within a team
* Good time management skills
* Ability to deal effectively with internal and external stakeholders

#### **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 Awards

#### **Experience**

* Experience of delivering teaching or training programmes to post 16 age group
* Experience of Internal and External Verification processes
* Practical experience of promoting equality and diversity

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

* Knowledge of the latest developments in Education and Training
* A knowledge of appropriate progression routes for students

# **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)