

LEEDS COLLEGE OF BUILDING

JOB DESCRIPTION

POST: PART TIME LECTURER

RESPONSIBLE TO: Head of English

RESPONSIBLE FOR: Students as directed

Main purpose of post:

To undertake teaching as directed together with the various duties associated with that role.

Responsibilities:

1. To act as a link tutor between the Vocational Areas, Work Based Learning Unit and the Division of Skills for Life.
2. To prepare and carry out teaching duties which meet the requirements of the course syllabus, teaching programme, lesson objectives and assessment procedures for the classes allocated in the timetable.
3. To work flexibly across the faculties using a range of teaching strategies responding to individual learning needs and style.
4. To prepare and administer test and other assessment material relevant to the courses and their curriculum.
5. To maintain all class records, including notification of absence.
6. To teach a variety of sized groups down to one to one.
7. To negotiate and review individual learning plans and devise suitable teaching schemes and lesson plans.
8. To develop new Skills for Life materials to underpin teaching and learning within the division.
9. To undertake curriculum development activities and to participate on the staff development programme as required.
10. To participate in the monitoring, review and evaluation of courses as within the programme area in line with the College quality procedures.
11. To participate in marketing activities of the College as required.
12. To be aware of and abide by the college health and safety procedures and associated policies.
13. To proactively implement the College's policies and procedures.
14. To observe and ensure observation of safety regulations.

- 15 To carry out such other duties as the Principal may from time to time reasonably direct.

This job description will be reviewed annually as part of a process of performance review.

Please Note:

As Leeds College of Building meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, all applicants who are offered employment will be subjected to a disclosure from the Criminal Records Bureau before the appointment is confirmed. This will include details of cautions, reprimands or final warnings, as well as convictions. Further information on disclosure can be obtained from www.disclosure.gov.uk

The College is committed to safeguarding children, young people and vulnerable adults. It is also committed to the 'Prevent Duty' and the requirement to prevent people being drawn into terrorism and expects all staff to share these commitments.

Date: Feb 2009	Signature:
Issue No: 3	Ref: Jobdesc/PT Lect

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PERSONNEL SPECIFICATION

POST: LECTURER IN SKILLS FOR LIFE - ENGLISH

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
RELEVANT EXPERIENCE	Relevant experience of teaching Functional Skills and GCSE in English to groups	Experience of teaching within FE Experience of working in or alongside the construction industry Experience of one to one tuition	Application form and interview
EDUCATION & TRAINING	Level 2 English Language and Maths qualification i.e. GCSE grade A*-C or equivalent Level 3 English qualification / equivalent i.e. A Level or above Level 4 / 5 Subject Specialist qualification in Literacy or willingness to achieve DTLLS/ PGCE or willingness to achieve		Application form and qualification Certificates Testing
SPECIALIST KNOWLEDGE & SKILLS	Extensive knowledge of teaching English Experience of teaching to GCSE Level in English Highly developed literacy skills Extensive knowledge of SFL Developments Excellent presentation & communication skills Ability to contribute to curriculum developments Excellent organisational skills	Ability to teach from Entry to Level 2 Knowledge of learning disabilities & / or difficulties	Application form and interview.
ADDITIONAL FACTORS	Ability to use own initiative to develop ongoing work Ability to work as a member of a team Flexible approach to work Commitment to customer care The College is committed to safeguarding children, young people and vulnerable adults. It is also committed to the 'Prevent Duty' and the requirement to prevent people being drawn into terrorism and expects all staff to share these commitments.	Ability to drive and use own vehicle	Application form and interview

Please note that the College expects regular and reliable service from staff and does not wish to appoint individuals with a high sickness record where there is no underlying medical reason. Please note this does not affect any individual's rights under the Disability Discrimination Act; the College would wish to promote the recruitment of disabled staff and would endeavour to make reasonable adjustments where practical. Disabled staff who meet the essential criteria will be guaranteed an interview.