

**Hull College**

**Role Profile**

<b>Role Title</b>	Lecturer
<b>Reporting To</b>	Head of Department
<b>Pay Grade</b>	Lecturer
<b>Version Date</b>	December 2020

**Role Purpose**

The post-holder will work primarily with students engaged across a range of courses providing a high level of support needed to achieve their programme of study.

The post-holder will need to be innovative in their teaching methods and responsible for aspects of leadership within the curriculum.

**Key Responsibilities**

- 1 Deliver high quality teaching and learning, ensuring stretch, challenge and engagement of students of all ages and abilities.
- 2 Plan, prepare and update all relevant teaching documentation including schemes of work, lesson plans and online learning materials, using Canvas.
- 3 Lead, coordinate and support course activities which will support the achievement of curriculum area targets.
- 4 Take responsibility and facilitate academic tutorials for students
- 4 Be involved in the marketing, promotion, recruitment and interviewing of students, including attending open events, school tasters and enrolment events, amongst other activities.
- 5 Assess, monitor, and record feedback to students to facilitate their best achievement using the College’s data systems and processes, working to exam board guidelines and quality systems.
- 6 Lead, coordinate and support IV/IQA processes within the curriculum area.
- 7 Work closely with staff and managers within the College to ensure consistency and best practice is shared.
- 8 Contribute to the quality assurance processes and curriculum design within the area.
- 9 Attend meetings and communicate with colleagues within the Curriculum area as and when required.
- 10 Work off-site and across a range of locations if required
- 11 Maintain an up to date knowledge of their subject specialism by attending appropriate professional/vocational updating.

- 12 Complete all mandatory training in a timely manner and ensure that such training is updated in accordance with College guidance and regulations
- 13 Act at all times as ambassador for the college through a professional approach to internal and external customers.
- 14 Actively comply and contribute to the College's policies and procedures, particularly in relation to Health and Safety, Safeguarding, Equal Opportunities and Data Protection

## Person Specification - Lecturer

	Essential	Desirable	How assessed*
<b>QUALIFICATIONS</b>			
Subject specialism (minimum Level 3/4)	✓		AF / Cert
Cert. Ed/PGCE or willingness to work towards	✓		AF / Cert
GCSE or equivalent in Maths and English	✓		AF / Cert
<b>KNOWLEDGE AND EXPERIENCE (UP TO DATE/ CURRENT)</b>			
Previous experience of teaching subject specialism	✓		IV / AF
Experience of working with a wide range of students	✓		IV / AF
Working within Further/Higher Education	✓		IV / AF
Recent and relevant professional development	✓		IV / AF
Experience of working with IV and quality processes	✓		IV / AF
Experience of course leadership	✓		IV / AF
<b>SKILLS AND ABILITIES</b>			
Able to work as a professional team member. Able to liaise with tutors, employers, awarding bodies and other agencies	✓		IV / AF
Able to work with students of all ages in classroom, workshop and one to one situations, including students from 14 to 16.	✓		IV / AF
Excellent oral, written and presentation skills	✓		IV / AF
Highly developed IT skills	✓		IV / Cert / AT
Innovative with ability to inspire students	✓		IV / AF
Enthusiastic and positive	✓		IV
Well-developed oral, written and presentational skills	✓		IV / AF / AT
Able to work flexibly, including evening and weekend work	✓		IV / AF

\*Key to how skills are assessed:

AF = Skill assessed via application form  
 AT = Skill assessed via test/work-related task

IV = Skill assessed via interview  
 Cert = Certificate checked at interview