

Job Title: Supply Lecturer	Normal Place of Work: Specified HCUK site
Role Summary: This placement will involve working primarily with students engaged across a range of courses providing a high level of support needed to achieve their programme of study. This placement will involve working flexibly, with enthusiasm and been able to inspire learners.	

Principal Accountabilities:

1. To deliver high quality teaching and learning, ensuring stretch, challenge and engagement of students of all ages and abilities.
2. To 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.
3. To work closely with staff and Managers within the School to ensure consistency and best practice is shared.
4. To act at all times as ambassador for the college through a professional approach to internal and external customers.

On longer term placements

1. To plan and prepare and update all relevant teaching documentation including schemes of work and lesson plans.
2. To be involved in the marketing, promotion, recruitment and interviewing of students.
3. To attend meetings and communicate with colleagues within the School as and when required.
4. To undertake appropriate staff development to meet the demands of the post.

Key Relationships

The post holder will be expected to develop and maintain good relationships with:

<ul style="list-style-type: none"> • Academic Staff 	To work closely with the academic staff within the area to ensure an effective and efficient delivery.
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Generic Responsibilities

- To represent and promote the College brand values internally and externally; acting as an ambassador for business development on behalf of the College
- Promote the College's student first ethos, ensuring that the student experience is uppermost in policy and decision making
- To actively promote and act, at all times, in accordance with College policies, e.g. Health and Safety, Equal Opportunities and Safeguarding
- To actively promote and adhere to agreed College values
- To facilitate the achievement of the College's quality objectives including those from external bodies
- To undertake other reasonable duties commensurate with the level

Person Specification – Supply Lecturer

	Essential	Desirable	How assessed*
QUALIFICATIONS			
Subject specialism (Level 3/4)	✓		AF / Cert
Cert. Ed/PGCE or willingness to work towards		✓	AF / Cert
Preparing to Teach in the Life Long Learning Sector or willing to work towards (PTTLS)		✓	
GCSE or equivalent in Maths and English	✓		AF / Cert
KNOWLEDGE AND EXPERIENCE (UP TO DATE/ CURRENT)			
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
Industry knowledge and experience		✓	IV / AF
SKILLS AND ABILITIES			
Able to work as a team member. Able to liaise with tutors, employers and other agencies	✓		IV / AF
Able to work with students of all ages in classroom, workshop and one to one situations.	✓		IV / AF
IT competent	✓		IV / Cert / AT
Innovative with ability to inspire students	✓		IV / AF
Enthusiastic and positive	✓		IV

*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