

JOB DESCRIPTION

Lecturer Assessor - Motor Vehicle

Reference	JP1247
Salary	£25,047 - £28,465 p.a.
Location	Broad Oak Campus, BB5 2AW
Hours	35 hours per week
Reports to	Head of Faculty Advanced Skills and Foundations

Role overview

We are looking for someone to join our highly experienced teaching team to teach on a range of courses and across a range of levels. This role, contributes to the teaching of the College's Foundations provision. The foundation provision enable young people who have left school without maths and English to access vocational courses and develop skills to help the access work in the future. Learners who access this area may have learning difficulties and disabilities and require a high level of support. Some learners who access this area may require a high level of behaviour support to prepare them for further education or employment. This role will involve teaching motor vehicle qualifications to learners and also developing work related projects that will enable them to have realistic opportunities to get them ready for the next level of study or work.

This role will include management of learning including the design and delivery of high quality teaching and learning to ensure students achieve their maximum potential together with learning outcomes. You will promote innovation in curriculum design and development within your area and may be required to organise and supervise work placements and to undertake work based assessment where appropriate. You will be required to ensure both the quality of your teaching and of the provision are of a high standard and use College quality systems to monitor track and manage this. You will undertake the role of course leader for selected group(s) and contribute to the wider work of the curriculum / faculty team.

About teaching at Accrington & Rossendale College

Our expectations

We have high expectations of all of our teaching staff. Good teachers can change the lives of our learners. Our teachers are those who see teaching as a vocation and not simply a job. They are prepared to go above and beyond for their learners to enable them to realise their potential.

As a vocational College focussed on the future careers of our learners, we expect our teachers to be dual professionals. For us, this means an equal emphasis on your pedagogical, subject and vocational skills and ensuring that you continually strive to develop both aspects of your role.

We, like every other Further Education College operate in a challenging and continually changing environment. We understand that it is our staff's passion, innovation and commitment to excellence in all they do that will allow us to continuously improve our outcomes for learners and the quality of our provision.

We demand a lot of our staff. We need them to have resilience, determination to ensure the best for their learners, to work flexibly and to put teaching and learning at the heart of everything they do.

What you can expect

- A full time teaching load of 840 hours per annum which is amongst the lowest in the sector
- A generous 55 days holiday and a further 8 days dedicated to study / development / vocational updating
- 5 College run staff development days per year

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- Frequent opportunities for career enhancement for example through our annual appointment of Advanced Practitioners from within our teaching teams
- Well-equipped classrooms and workshops to support innovative teaching, learning and assessment practice
- Significant investment through our digital strategy to support effective teaching and learning

- Sympathetic timetabling wherever possible to avoid a spread of too many different courses and levels and the inclusion, where possible, of repeat lessons
- A culture of support across the organisation
- An expectation of shared practice including resources, schemes of learning and session plans
- An excellent learning support team including support from our Personalised Learning Centre, in class support and a team of specialist support workers to advise and inform teaching and learning
- An active and supportive Quality team
- Well established and effective administration support pods dedicated to each faculty
- A comprehensive professional development programme which includes in-house provision as well as externally supported events

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The description of key accountabilities is a guide to help you understand the nature and scope of the work that you will be required to undertake in your role. They may be changed from time to time to meet changing circumstances and are reviewed in the Performance Management Process.

	Key Accountabilities
Teaching, learning and assessment	<ul style="list-style-type: none"> • Be aware of practical and theoretical developments and ensure that learning materials and lesson plans are adapted accordingly to provide learners with a good introduction to a variety of construction trade areas. • Establish realistic yet challenging learning objectives which meet both individual and group needs • Agree and monitor learning plans with individual learners • Ensure session/lesson plans reflect a variety of inclusive teaching/training methods, incorporating the use of ILT • Use learning materials which plan for and maximise naturally occurring opportunities to develop skills in Maths and English and prepare learners for the world of work • Develop appropriate and innovative learning materials (including e-learning materials) • Improve learner engagement and success using innovative on and off campus learning and enrichment activities • Manage the learning process effectively, guiding and supporting learners to ensure they achieve their maximum potential • Provide support for learners and refer them to the appropriate cross college teams when needed • Use learning materials which are free from stereotyping and promote equality and diversity where there are naturally occurring opportunities to do so • Encourage learners to take responsibility for their own learning/develop learners' skills and encourage independent learning • Use a variety of methods to assess formatively and summatively, ensuring that learners understand the purpose of assessments. Ensure that these methods are appropriate and accessible to all learners • Provide timely and constructive feedback to learners (and parents / employers where appropriate) to support and inform their learning • Monitor own teaching to ensure that it is meeting learners' needs and that effective learning is taking place; modify session/lesson plans and teaching/delivery accordingly • Recognise and understand effective individual and group learning and adjust teaching/delivery where necessary • Deal promptly and effectively with inappropriate learner behaviour in class and across the campus • Record, store and process assessments results in line with College policy • Utilise the College retention tools to maximize outcomes for our learners.
Curriculum Development	<ul style="list-style-type: none"> • Actively engage in curriculum development, both individually and as part of your team to develop and improve our curriculum offer • Seek out, and respond to feedback on curriculum delivery models to enable continuous improvement of curriculum content • Support the identification and sourcing of alternative funding streams to support the development and sustainability of provision, liaising with the External Funding Team where appropriate • Support the development and maintenance of positive relationships with external organisations to enable the generation of new work and identification of opportunities for development

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Quality	<ul style="list-style-type: none"> • Be actively involved in the College's continuous improvement culture • Participate in the self-assessment process; external inspection and audit requirements; external and internal verification activities. • Commit to your own continuous development and evaluate the feedback from quality assurance activity, taking action to improve performance where identified • Engage in the sharing of outstanding practice across college • Review and monitor your own performance and seek feedback from others to support this • Engage in the collection of stakeholder feedback and analyse the findings to ensure that appropriate action is taken
Administration	<ul style="list-style-type: none"> • Maintain comprehensive, up to date, course/subject/learner records • Maintain accurate and timely registers • Use and maintain the electronic systems available to you (such as the VLE, One File, ProMonitor, ProAchieve) to ensure that learners achieve their potential • Process learner data effectively (e.g. registrations, enrolment, retention and achievement)
Role Specific	<ul style="list-style-type: none"> • Deliver on accredited courses for students following English curriculum, including the design of schemes of work and session plans, development of learning materials and assessment and contribute to all areas of teaching at all levels within the Faculty as required • Deliver support for learners with learning difficulties and disabilities including the design of ILPs, reviews and liaison with curriculum teams as required • Act as a link between the Advanced Skills team and curriculum in relation to both English and learning support • Lead on the use of e-learning as a means of delivering high quality support for learners with English, learning support and wider learning needs • Ensure individual performance targets are met, including recruitment, retention, achievement and success • Ensure all activity for which the post holder has responsibility is carried out to College quality standards, including provision delivered outside the Advanced Skills team • Understand team goals and understand and acknowledge role as part of the team
Personal	<ul style="list-style-type: none"> • Put the learner first and at the heart of all we do • Work co-operatively and collaboratively and value the contributions of colleagues • Take personal responsibility and accountability • Commit to continuous improvement • Be proactive, adaptable and flexible in responding to what our learners and the College needs to be successful • Work in accordance with the Staff Code of Conduct • Contribute to and participate in College committees, working groups and projects as may be required.

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Whole College

- Participate in quality, performance management and professional development activities as required
- Work in accordance with the College Staff Code of Conduct
- Participate in enrichment and recruitment activities
- Be responsible for safeguarding and promoting the welfare of children, young people and vulnerable adults
- Challenge inappropriate behaviour
- Value diversity and promote equal opportunities
- Engage and support College events which maybe outside your normal hours of work
- Work within health and safety guidelines and be aware of your responsibilities for health and safety
- Adhere to College policies and procedures, including data protection