

JOB DESCRIPTION

Job Title:	Lecturer – Biology
Directorate:	Teaching and Learning
Department:	Access & HE / Engineering, Science & Computing
Reporting To:	Head of Access and HE
Date JD produced/revised:	April 2022

The primary purpose of this job role is to:

Provide high quality teaching and access to learning. It is expected that the post holder will contribute to course design, development of programmes and the expansion of the area generally.

The primary duties, tasks and responsibilities of this job role are to;

1. Deliver high quality teaching and learning to a timetable that will include evening, Saturday and possibly summer periods.
 - 1.1. Deliver inspiring sessions using a wide range of teaching methods for identified units.
 - 1.2. Develop and employ effective assessment methods in line with the relevant awarding body requirements to promote access to achievement.
 - 1.3. Plan, prepare and develop teaching materials including handouts, assignments, booklists and assessment papers.
 - 1.4. Prepare Schemes of Work, Curriculum Rationales and Assessment Schedules.
 - 1.5. Assess student work, provide constructive and timely feedback to motivate and inspire the learner to improve; record learners' progress on College Promonitor system
 - 1.6. Carry out internal moderation/ verification.
 - 1.7. Work with colleagues to integrate English and Maths into the vocational curriculum
 - 1.8. Create individual SMART learning targets linked to learner study programme/course
 - 1.9. Be responsible for recording student progress
 - 1.10. Write Reports and contribute to Parents evenings
 - 1.11. Undertake any further necessary administrative tasks required for the effective operation of programmes in the area
2. Assist in the recruitment and admission of new students.
 - 2.1. Contribute to the marketing of courses, information advice and guidance (IAG) and enrolment of learners.
 - 2.2. Attend recruitment events such as interviews, Open evenings and other community activities
 - 2.3. Ensure that induction programmes are effectively delivered for learners
3. Team administration, liaison and development
 - 3.1. Communicate effectively with other team members.
 - 3.2. Participate in course team reviews and evaluation.
 - 3.3. Respond to curriculum development and new course initiatives originating from within the Department/College.
 - 3.4. Advise on resource requirements for effective implementation of programmes
 - 3.5. Liaise with external awarding bodies representatives e.g. External Verifiers/moderators.

4. Professional development and industrial links.
 - 4.1. Develop industrial links with other professionals within the industry
 - 4.2. Maintain personal research or professional practice in own specialist area for own personal professional development.
 - 4.3. Familiarise yourself with and adhere to CRC college procedures
5. Undertake health and safety duties and responsibilities as appropriate to the post.
6. To actively advance equality of opportunity and foster good relations within the College community
7. To adhere to College equal opportunities policies, procedures and practices.
8. Undertake such other duties as may be required commensurate with the grade, at the initial place of work or at any other College site, as agreed with the Academy Manager

The resource management responsibilities of this role are;

Financial: N/A

People Management: N/A

Other: N/A

Special conditions or working arrangements applicable to this role are:

This role will predominately be based at Cambridge Campus

This post is defined as regulated activity. The postholder is required to hold an enhanced DBS disclosure check deemed acceptable to the College.

The College is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all employees and volunteers to share this commitment.

Please note that this job description is current as at the date shown above. In consultation with you, it is liable to change to reflect changes in the job.

Applicable to Teaching Staff and Curriculum Managers Only

As an organisation we are committed to supporting all our teaching staff in achieving formal teaching qualifications and will provide training and support to enable you to do so where you do not already hold a Certificate in Education, PGCE or equivalent qualification.

Teaching staff whose employment commenced on or after 1 September 2001 are required and contracted by the College to either have upon commencement of employment, or to obtain within a specified period after commencement, certain teaching qualifications as specified by the Further Education Teachers' Qualifications Regulations 2001 or by the FE Teachers qualifications (England) regulations 2007. The type of qualification required and the time period for acquiring it, depend on a number of factors including the type of post that is held, the teaching undertaken and hours of work

Terms and Conditions	Details
Salary Scale	Lecturer Scale
Salary: (to be pro rated if part-time)	£25,631 to £35,564 pro rata
Superannuation Scheme:	Teachers' Pension Scheme
Number of hours to be worked per week	9.6 Hr per week: 6 hours contact time; 3.6 hours admin
Full year or term time only contract	Full year
Contract type	Permanent
Annual Leave Entitlement	42 days per annum pro rata

EMPLOYEE PROFILE

Post: Lecturer -

ATTRIBUTES	ESSENTIAL ATTRIBUTES CANDIDATES MUST HAVE ON ENTERING THE ROLE	ADDITIONAL KEY ATTRIBUTES ALREADY HELD OR TO BE DEVELOPED TO PERFORM THE ROLE	ASSESSMENT METHOD e.g., application form, interview, tests
Qualifications	Degree in relevant biological science (e.g. Biology / Biochemistry / Zoology / Microbiology/Genetics Teaching qualification	Ability to deliver chemistry	Application form Certificates
Related Experience	Delivery of appropriate L3 courses such as BTEC, Access, A level	Experience of delivery to L4 / L5 HNC or relevant HE programmes Experience working in a health professions setting, e.g. NHS	Application form Teaching observations
Special Circumstances			
Knowledge, skills and abilities	<ul style="list-style-type: none"> • IT literate and familiarity with word packages and online delivery e.g. MS Teams • Highly organised • Work to tight deadlines • Ability to recognise different teaching and learning opportunities as they arise • Good communication skills • Patience and understanding of students from a broad range of different backgrounds with different needs. 		Interview
Disposition and approach	<ul style="list-style-type: none"> • Team player • Collaborative • Good sense of humour • Flexible and willingness to participate in activities outside of normal college hours • Willingness to work across different campuses • To promote and safeguard the welfare of children and vulnerable adults. • Commitment to equality & diversity 		Interview