

Job description: Senior Lecturer in Foundation Learning

Status	Permanent
Base	North Kensington Centre <i>Post holder will be required to work at other locations with regular teaching commitments at RBKC Town Hall and at other sites if required.</i>
Salary	Circa £17,862 pro-rated based on £35,724 FTE (inc. LWA) per annum It is our policy to normally appoint at the bottom of the salary scale
Hours of work	18 hours FTE (to include some evenings and occasional weekends).
Responsible to	Area Manager for Humanities
Manager to	No Line Management Responsibility

ROLE PURPOSE

To teach within the School/Curriculum Area of Humanities on a range of courses and to provide course leadership for specified courses, taking an active role in course development, course planning, student assessment, recruitment and quality enhancement.

MAIN ACCOUNTABILITIES

- A. Lead high quality learning, teaching and assessment within the School/Curriculum Area**
1. To plan, prepare and deliver high quality learning, teaching and assessment as agreed with the Programme Area Manager, and Head of School/Curriculum, including using digital technologies to enhance classroom-based learning and to deliver online learning.
 2. To maintain up-to-date course information including: Group Profile, Lesson Plans, Schemes of Work, Individual Learning Plans, and Student Progress Tracking.

3. To set, mark and return student's assignments on time (within two weeks), conforming to Awarding Bodies accreditation and College procedures as applicable.
4. To contribute to the required internal and external moderation procedures.
5. To provide cover for existing College staff members in cognate subject areas should the need arise.
6. To participate in the recruitment, selection and induction of students.
7. To provide course advice and guidance for students, including progression and/or vocational advice if appropriate. Manage and support student's applications to accredited courses and higher education.
8. To provide individual and small group tutorial support for students, including but not limited to following up attendance and signposting students to Student Services for further support. To implement the student absence management procedure and student disciplinary procedure if and when required.
9. Act as a point of liaison for ALS and lecturers working with individual students to ensure their ALS needs are met and fully integrated with their ILPs.

B. Contribute to the review, planning and development of the curriculum provision

10. To contribute to the School/Curriculum Area's curriculum and quality review processes by providing subject-specific expertise and feedback from learners.
11. To contribute to curriculum development, to the design and authoring of curriculum materials and procurement of up-to-date digital and physical resources to support curriculum development and learning, teaching and assessment.

C. Take an active role in quality enhancement ensuring the quality of the provision, including raising standards and improving student attendance, retention and achievement.

12. Contribute to the management of quality enhancement procedures within the curriculum area including: attendance and punctuality monitoring, tracking of student progress and final destination.
 13. Contribute to the College's self-assessment process and participate in the curriculum review process and support the Subject Leader and Head of School/Curriculum in the implementation of quality enhancement and business development plans.
 14. Contribute to staff development within the curriculum area, including mentoring teaching staff, providing peer support, leading on and delivering training sessions and assisting the Subject Leader with staff inductions.
- C. Course leadership including the co-ordination of planning, delivery, recruitment, assessment and evaluation. Course leadership may include leading a specific course, cluster of courses or a level / levels of learning, and will typically involve ensuring effective planning, delivery, assessment and

evaluation of the course(s)/level(s) with specific focus on ensuring course organisation, student communication and an overall high quality student experience.

E. General College Responsibilities

- All College employees, irrespective of their role and level of seniority in the College are expected to be familiar with and adhere to these responsibilities:
- We put respect and kindness first, valuing our differences, richness of experience and the contribution we all make. We take time to get to know each other and are inclusive
- We understand and promote with staff and students the importance of safeguarding the welfare of children and vulnerable adults that they are responsible for or come into contact with
- We ensure we comply with the requirements of health and safety regulations to ensure our own wellbeing and that of our colleagues
- We promote and comply with all Morley College London policies and procedures, ensuring that our service delivery and treatment of others is fair and inclusive
- We ensure confidentiality at all times, only releasing confidential information obtained during the course of our employment to those acting in an official capacity and in accordance with the provisions of data protection legislation
- We promote equality, diversity and inclusion principles at all times, ensuring that the College's anti-racism and EDI statements are seen in our every-day activities and behaviours
- We are consistently professional in our behaviours, ensuring that integrity is at the heart of delivering our role and demonstrably following the Morley values, putting students at the heart of all we do
- We work to maintain and build the Morley culture of learning, collaboration, creativity and growth
- We adopt a positive, "can do" and solution focused approach , supporting our students and customers and maintaining Morley's reputation for excellence in learning, inclusivity and
- We are personally committed to Continuous Professional Development, working towards annual individual learning goals and keeping up to date on developments within our professional field

Safeguarding children and vulnerable adults:

- The post holder will be expected to promote with staff and students the importance of safeguarding the welfare of children and vulnerable adults they are responsible for and come into contact with

Job description is not exhaustive and as such the post holder is expected to be flexible and carry out any duties as may be required and that are reasonable. Any changes of significance will only be made following a discussion with the post holder

WORKING WITH

The post holder will develop productive working relationships across the College. In particular this role will work closely with:

- Student Services teams across the College
- Information Services Staff
- Facilities and Security staff
- College Finance team
- Curriculum staff

DBS STATUS

This post is exempt from the Rehabilitation of Offenders Act 1974 and is regulated

activity. The post holder will be required to obtain an Enhanced DBS Disclosure, including an ISA barred list check.

PERSON SPECIFICATION

Job Title: Senior Lecturer in Foundation Learning

Essential Criteria:

Qualifications

- Educated to degree level or equivalent.
- English and Maths GCSE grade A-C / 9 – 4, or equivalent.
- An appropriate teaching qualification (DET/DTLLS/PGCE/Cert Ed or Level 5 Diploma in Education & Training or equivalent) plus a record of relevant continuous professional development.

Experience

- Proven successful track record of planning and delivering high quality teaching of accredited provision in a relevant subject
- Experience of devising and maintaining course materials of a high standard, and using appropriate teaching and learning methods that are suitable for the needs of a variety of different students from a range of backgrounds and promote equality and diversity.
- Experience of effectively assessing and advising students.

Knowledge

- Enthusiasm for and competent understanding of the subject area.
- An understanding of and proven commitment to the use of quality assurance procedures in the Education sector.
- Familiarity with awarding bodies specific to the subject area / level of study.

Skills

- The ability to effectively support the monitoring, assessment and development of the programme and support quality improvement.
- The ability to effectively contribute to Awarding Bodies, College and curriculum area procedures for the tracking and support of student achievement.
- The ability to work with a team of lecturers to provide effective peer development and support and co-ordinate learning activities.
- Excellent interpersonal and communication skills with the proven ability work and contribute as part of a team and communicate effectively with staff and students across the College.
- Effective organisational and administrative skills with the willingness and ability to work to deadlines.
- Able to work both on own initiative and as and be willing to work flexibly.
- Have a commitment to and be able to demonstrate knowledge of health and safety, Safeguarding and Prevent as appropriate to the post.
- Good IT skills in relation to MS Office with the ability to use IT to support learning and associated administration. A proven ability and commitment to effectively and creatively using ICT and digital technologies in relation to teaching methods, development of learning resources and materials and delivery of online learning.

Desirable Criteria

Experience

- Experience of working with learners with additional needs
- Relevant CPD relating to working with learners with additional needs

MAIN CONDITIONS OF SERVICE - ACADEMIC SALARIED ROLES

1. You will be employed by Morley College Limited.
2. Normal working hours are undertaken between Monday to Friday and this may include evenings. The successful applicant may be required to work at weekends to accommodate specific College activities. No payment for overtime is made, but appropriate time-off in lieu will be granted.
3. The annual leave entitlement is 38 days per annum for FTE, excluding public holidays and closure days which are additional to this entitlement. Fractional employees shall receive a pro rata entitlement to holiday, including bank/public holidays.
4. The post is pensionable under the Teachers' Superannuation Scheme administered by the Teachers' Pensions Agency. You will be automatically entered into this scheme.
5. There is a 6-month probationary period.
6. The College does not recognise service with any previous employer for calculating continuous service for the purposes of the Employment Rights Act 1996. However previous continuous local government service in accordance with The Redundancy Payments (Continuity of Employment in Local Government, etc.) (Modification) Order 1999, may be counted as part of continuous employment with the College for redundancy pay purposes.
7. The appointment will be subject to receipt of satisfactory professional references, proof of qualification, proof of address, eligibility to work in the UK, a pre-employment medical check and a DBS check (if applicable).

OTHER INFORMATION

This document outlines the duties required for the time being of the post. It is issued for recruitment purposes and is not comprehensive or exclusive and duties and or reporting lines may be varied from time to time.

The College aims to reflect the diverse community it serves and welcomes applications from suitably qualified candidates from all backgrounds. The College does not discriminate on the basis of race, gender reassignment, disability, sex, marital status, pregnancy and maternity, age, religion or belief, and/or sexual orientation and is committed to making reasonable adjustments for applicants with disabilities and mental health conditions.

May 2024