East Durham College

Job Description

Post Title: Lecturer Animal Management H.E

Location: Houghall Campus

Responsible to: Programme Area Leader/Curriculum Director

Attendance Requirements: Full Time

Salary: Band B

Main purpose: To deliver high quality teaching, learning and assessment of allocated teaching programmes in animal management and associated subjects. Delivery of high-quality outcomes for learners including achievement, high grades and skills. Promote an engaging and inclusive learning environment that challenges learners to achieve their potential.

**Main duties:**

1. To undertake formal scheduled teaching to include preparation and evaluation of delivery.
2. To undertake course delivery and associated course development of assigned courses. Including the monitoring and reporting of key performance indicators related to individual courses.
3. To undertake the marking of students work and examinations and complete awarding body paperwork for course delivered on.

1. To take part in moderation of assessment as appropriate.
2. To prepare learning materials and student assignments, including online materials.

1. To undertake interviews and offer information, advice and guidance to students.
2. To participate in student visits and college promotional events.
3. To participate in course review, self-assessment review and development as part of a course delivery team.
4. To participate in appropriate team meetings/ cross college meetings for specified courses.
5. To arrange work experience for learners where appropriate
6. Play an active part in your own professional development and undertake continual professional development.
7. To communicate professionally with both internal and external stakeholders.
8. To fulfil duties in relation to college policies and procedures and quality assurance systems.
9. To behave in a professional manner in line with the college values.
10. Any other duties commensurate with the salary and grade of the post, which may be assigned from time to time.
11. To promote and safeguard the welfare of children and vulnerable adults including actions to prevent radicalisation.
12. To promote equality and diversity themes in teaching, learning and assessment in line with the colleges commitment to equality and diversity.

Higher Education Specific Duties

1. Engage fully with the Higher Education learners to provide an inclusive and inspiring learning environment.
2. Ensure teaching is informed by up-to-date research in relevant fields and encourage research-informed study amongst learners.
3. Be willing to plan, promote and participate in extra-curricular activities, including overseas trips, designed to promote progression opportunities and transferrable skills in learners.
4. Participate in developing new higher education courses at the college.
5. Actively promote Higher Education standards across college levels as part of the East Durham College Higher Education Community.
6. Supervise undergraduate research projects and promote ethical and sustainable research to ensure high scientific standards are met.

**Other Duties relevant to all EDC employees**

* Participate in the College Performance Appraisal Development Programme, agree an action plan and undertake the required training in order to update skills and meet the requirements of the College and Departmental Strategic Plan and Service Standards.
* Undertake any other duties, appropriate to the grade of the post, as required from time to time.
* Comply with College Policies and Procedures and the Staff Code of Conduct.
* To take appropriate responsibility for PREVENT and safeguarding and promotion of the welfare of children and/or vulnerable adults.
* To uphold British Values, the college values and responsibilities regarding equality and diversity.
* To understand and adhere to college Health and Safety polices and guidelines ensuring compliance with statutory legislation and taking a responsibility for your own and other’s health and safety.

| **Person Specification**  |  | **Essential** | **Desirable** | **Method of assessment** |
| --- | --- | --- | --- | --- |
| 1. **Qualifications/ Training**
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| 1.1 | Minimum of Level 7 qualification in relevant subject specialism  |  | ü | Application form |
| 1.2 | GCSE level standard education or equivalent (maths & English) | ü |  | Application form |
| 1.3 | Teaching qualification (level 5 or above) or willingness to work towards within 12 months | ü |  | Application form |
| 1.4 | Assessor/IQA qualification  |  | ü | Application form |
| 1. **Experience**
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| 2.1 | Vocational experience in a relevant specialist industry | ü |  | Application form & interview |
| 2.2 | Experience of working with young people and adults |  | ü | Application form & interview |
| 2.3 | Experience of successful delivery of education programmes level 1-6 |  | ü | Application form & interview |
| 1. **Skills and Knowledge**
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| 3.1 | Understanding of duty of care, safeguarding young people and vulnerable adults  | ü |  | interview |
| 3.2 | Ability to build effective and appropriate relationships with learners, parents, colleagues and external stakeholders | ü |  | interview |
| 3.3 | Effective IT skills – Microsoft, PowerPoint, excel, Teams and to use college systems | ü |  | Interview |
| 3.4 | Excellent knowledge and skills in vocational area and commitment to maintaining currency  | ü |  | interview |
| 3.5 | Understanding of how to adapt teaching to meet individual needs  |  | ü | interview |
| 3.6 | Ability to monitor and track learner progress and apply interventions to ensure successful outcomes for learners |  | ü | interview |
| 3.7 | Have a strong knowledge of safe working practices in area of specialism and ensure learners develop safe behaviours in line with standard operating procedures and risk assessment |  | ü | interview |
| 3.8 | Strong interest and evidence of engagement with research in subject specialism | ü |  | interview |
| 1. **Attributes / Other Requirements:**
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| 4.1 | Reliability / Trust / Professionalism - Ability to carry out the role with professional integrity in line with EDC values and behaviours | ü |  | Interview |
| 4.2 | Communication - Ability to communicate clearly and effectively to all levels, both verbally and in writing. | ü |  | Interview |
| 4.3 | Working individually or as a team - Ability to work independently and as part of a team under minimal supervision. | ü |  | Application Form / Interview |
| 4.5 | Driving - Full UK Driving License and / or access to a vehicle (if applicable). |  | ü | Application Form  |
| 4.6 | Commitment to continuous professional development  | ü |  | Application Form / Interview |
| 4.7 | Be suitable to work with children and vulnerable adults and take an active role in ensuring all learners develop the skills, knowledge, and behaviours to keep themselves safe in education and employment.  | ü |  | Application Form / Interview/References |
| 4.8 | Share our values of inclusivity by promoting equality and diversity. | ü |  |  interview |
| 4.9 | Inspire our learners by role modelling outstanding behaviours and attitudes and comply with College Policies, Procedures and the Staff Code of Conduct | ü |  | interview |