East Durham College

Job Description

Post Title: Lecturer in NPTC Short Courses/ Horticulture

Location: Houghall

Responsible to: Curriculum Manager

Attendance Requirements: Hourly Paid

Salary:

Main purpose:

Your role will be to deliver an ambitious curriculum to all by working flexibly and efficiently to maintain the highest professional standards in the delivery of allocated teaching programmes.

**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 on line 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.

**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** | | | |  |
| 1.1 | Minimum of Level 3 qualification in a relevant subject area – especially horticulture / NPTC cross cutting & Maintenance/ Felling small /large trees/ climbing& aerial rescue / pole pruner/ chipper/ stump grinder | ✓ |  | Application Form / Interview |
| 1.2 | GCSE level standard education or equivalent (maths & English) | ✓ |  | Application form |
| 1.3 | A teaching qualification Cert Ed/PGCE/DTLLS or willing to work towards (must already have L2 maths and English to apply for a teaching qualification) |  | ✓ | Application Form / Interview |
| 1.4 | NPTC cross cutting/maintenance, MEWP, chainsaw from MEWP, stump grinder, medium trees & First Aid at Work +F, | ✓ |  | Application Form / Interview |
| 1. **Experience** | | | |  |
| 2.1 | Significant vocational experience in specialist industry | ✓ |  | Application Form / Interview |
| 2.2 | Experience of delivery of formal programs to learners | ✓ |  | Application Form / Interview |
| 2.3 | Experience of delivery to a wide range of learners (14-19+) |  | ✓ | Application Form / Interview |
| 2.4 | Good report writing skills |  | ✓ | Interview |
| 2.5 | Experience of successfully teaching a vocational subject across a range of levels |  | ✓ | Application Form / Interview |
| 2.6 | Proven track record of delivering good and better teaching |  | ✓ | Application Form / Interview |
| 1. **Skills and Knowledge:** | | | | |
| 3.1 | Ability to motivate and stimulate learners | ✓ |  | Application Form / Interview |
| 3.2 | Proficiency in Microsoft Office in particular Word and Excel | ✓ |  | Interview |
| 3.3 | Ability to manage own workload and meet deadlines |  | ✓ | Interview |
| 3.4 | Knowledge of Awarding Body procedures and practices |  | ✓ | Interview |
| 1. **Attributes / Other Requirements:** | | | |  |
| 4.1 | Reliability / Trust / Professionalism - Ability to carry out the role with professional integrity in line with EDC values and behaviours | ✓ |  | Interview |
| 4.2 | Communication - Ability to communicate clearly and effectively to all levels, both verbally and in writing. | ✓ |  | Interview |
| 4.3 | Working individually or as a team - Ability to work independently and as part of a team under minimal supervision. | ✓ |  | Application Form / Interview |
| 4.5 | Driving - Full UK Driving License and / or access to a vehicle (if applicable). | ✓ |  | Application Form |
| 4.6 | To understand and adhere to college Health and Safety polices and guidelines ensuring compliance with statutory legislation, and take responsibility for your own and other’s health and safety. | ✓ |  | Application Form / Interview |