East Durham College

Job Description

Post Title: Law lecturer

Location: Willerby Grove

Responsible to: Curriculum Director

Attendance Requirements: Full Time

Salary: Band B

Main purpose:

Join the ED6 Team – Inspire, Innovate, and Shape the Future of our Academic Provision

East Durham Sixth Form (ED6) is expanding its SHAPE provision and is seeking an enthusiastic and dedicated lecturer in Law, with a specialism, in either Law, Business or related field. To plan, deliver, and assess high-quality, engaging lessons in AQA A Level Law. The postholder will inspire learners to achieve their academic and personal potential, support progression to higher education or employment, and contribute to the continuous improvement of the sixth form provision.

**Main duties:**

Planning and Delivering Lessons

* Develop engaging and structured lessons for A Level Economics and Business in line with the relevant AQA exam board specifications.
* Use a variety of teaching strategies to accommodate different learning styles and abilities.

Curriculum Development

* Contribute to the design and updating of schemes of work, curriculum intent document and course resources.
* Ensure teaching materials are current, relevant, and meet the needs of students.

Assessment and Marking

* Set, mark, and moderate internal assessments (e.g. essays, data response questions, mock exams).
* Provide constructive feedback to support student progress.
* Prepare students for external assessments through exam technique and revision sessions.
* Prepare students for UCAS applications and personal statements

Monitoring Student Progress

* Track and record student retention, achievement, attendance, and punctuality using college systems.
* Identify underperformance and implement intervention strategies.
* Provide one-to-one academic support and guidance where needed.

Liaising with Colleagues and External Bodies

* Work collaboratively with other lecturers and support staff within the sixth form and wider college.
* Liaise with University partners, awarding bodies, attend standardisation meetings, and keep up to date with subject developments.

Administration and Quality Assurance

* Maintain accurate records of student progress and assessment.
* Contribute to departmental self-assessment reports, quality improvement plan and meet internal quality processes.
* Participate in lesson observations, audits, and inspections as required.

Enrichment and Recruitment

* Support extra-curricular and super-curricular activities, such as business competitions, guest speakers, or trips.
* Participate in recruitment events, interviews, and marketing activities to recruit new students.

**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 6 qualification in Economics / Business or a related discipline | ✓ |  | Application form |
| 1.2 | GCSE level standard education or equivalent (maths & English) | ✓ |  | Application form |
| 1.3 | A level 5 or above teaching qualification (Cert Ed/PGCE/DTLLS) or willing to work towards | ✓ |  | Application form |
| 1. **Experience** | | | |  |
| 2.1 | Experience of delivery to a wide range of learners (14-19+) |  | ✓ | Application form  Interview  Micro teach |
| 2.2 | Experience of successfully teaching on A Level programmes | ✓ |  | Application form  Interview  Micro teach |
| 2.3 | Proven track record of delivering good and better teaching. | ✓ |  | Application form  Interview  Micro teach |
| 2.4 | Experience of teaching a range of Level 3 Humanities subjects |  | ✓ | Application form  Interview |
| 1. **Skills and Knowledge:** | | | | |
| 3.1 | Ability to manage own workload and meet deadlines | ✓ |  | Application form  Interview |
| 3.2 | Ability to monitor and analyse data | ✓ |  | Application form  Interview |
| 3.3 | Ability to teach to a wide range of abilities | ✓ |  | Application form  Interview |
| 3.4 | Excellent communication and organisation skills | ✓ |  | Application form  Interview |
| 3.5 | Ability to work effectively as part of a team | ✓ |  | Application form  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  Microteach |
| 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 |