

JOB DESCRIPTION

JOB TITLE:	Lecturer in Post-16 Transition Studies
DEPARTMENT:	Skills for Life and Transition
RESPONSIBLE TO:	Diversity and Inclusion Manager
RESPONSIBLE FOR:	No Subordinate Staff
PURPOSE OF JOB:	To teach on courses/ programmes within the department and support associated courses throughout the College, and carry out all associated administrative duties.

MAIN TASKS AND RESPONSIBILITIES:

- 1. Learner Responsibility**
- 2. Curriculum Development**
- 3. Pastoral Care**
- 4. Administration**
- 5. General Responsibilities**

1. Learner responsibilities

- 1.1 Maintains a climate conducive to learning, supporting and nurturing young people
- 1.2 Create a climate for mutual planning with learners through effective communication, negotiation and advice
- 1.3 Diagnoses learner needs and identifies potential barriers to learning, supporting learners to remove barriers through pastoral care
- 1.4 Evaluate learner progress and review intervention strategies to support them
- 1.5 Design programme content to satisfy identified learning needs.
- 1.6 Adopts appropriate pedagogic techniques and materials to deliver the programme and meet the learning objectives
- 1.7 Organise and accompany learners on trips and visits

2. Curriculum Development

- 2.1 Contribute to the development of new programmes of study and the development of the plan for learning
- 2.2 Write programme aims and objectives that meet the Awarding Organisations requirements
- 2.3 Design and administer assessments to meet Awarding Organisation requirements and national standards
- 2.4 Evaluates and reviews the curriculum to reflect and make improvements to better engage young people

3. Pastoral Care

- 3.1 Assist learners to choose the learning programme that most effectively matches their hopes and aspirations
- 3.4 Assists in the design of individual action plans and negotiates individual learner performance objectives
- 3.5 Help learners to identify and resolve matters which impede their progress
- 3.6 Document individual learner progress as directed by the management team

4. Administration

- 4.1 Contribute to the effective and efficient working of the Department
- 4.2 Maintains appropriate files and records
- 4.3 Controls resources as directed by the management team
- 4.4 Implements College policies, rules and procedures
- 4.5 Act as a tutor to groups of learners
- 4.6 Complete EHCP reviews and monitor progress against outcomes

5. General responsibilities

- 5.1 Contribute to the attainment of the College's strategic objectives, as appropriate
- 5.2 Comply with all College policies, practices and procedures

- 5.3. Takes responsibility for personal development, attends conventions, conferences and other similar activities and updating events
 - 5.4. Participate in and promote the Professional Development and Appraisal schemes
 - 5.5 Undertake such duties as may reasonably be required of you, commensurate with your grade and general level of responsibility at your initial or present place of work, or any other establishment for which the College provides services
 - 5.6 Takes responsibility for safeguarding and promoting the welfare of children
- NB This job description is not exhaustive and is liable to variation by College Managers to reflect or anticipate changes in the College's requirements.