

JOB DESCRIPTION

JOB TITLE:	Lecturer in Public Services
DIRECTORATE:	Curriculum & Quality
DEPARTMENT:	Service Industries
RESPONSIBLE TO:	Head of Department for Service Industries
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.

Role Purpose

At Chelmsford College, we are committed to inspiring the next generation of Public Service professionals. We are seeking an enthusiastic, knowledgeable and learner-focused Lecturer in Public Services to deliver outstanding teaching across NCFE Level 1, Level 2 and Level 3 Public Services programmes.

This is an exciting opportunity to shape the futures of learners who aspire to careers in the Armed Forces, Police, Fire and Rescue Service, Prison Service, Border Force, Emergency Services and other public sector organisations.

Working with learners aged 16–18 and adult learners (19+), you will create an engaging, inclusive and aspirational learning environment that develops academic achievement, personal resilience, leadership, teamwork and employability skills. You will prepare learners to progress confidently into employment, apprenticeships, higher education or further training while promoting the professional values and standards expected within the public services sector.

As part of a committed curriculum team, you will contribute to curriculum innovation, quality improvement and enrichment activities that enhance the learner experience and support Chelmsford College's ambition to deliver exceptional education.

Key Responsibilities

1. Teaching, Learning and Assessment

- Plan, prepare and deliver engaging, innovative and inclusive lessons across Level 1, 2 and 3 Public Services programmes.
- Create a positive, supportive and professional learning environment that motivates learners to achieve their full potential.
- Deliver both classroom-based and practical learning activities, including leadership, teamwork, physical fitness, outdoor education, discipline, communication and problem-solving where appropriate.
- Differentiate learning to meet individual learner needs, identifying and removing barriers to achievement.
- Use a range of teaching strategies and digital technologies to enhance learning and learner engagement.
- Assess learner work accurately and fairly in line with awarding organisation and College requirements.
- Provide timely, developmental feedback that supports learner progress and achievement.
- Monitor attendance, progress and performance, intervening early where learners require additional support.
- Organise and participate in educational visits, enrichment activities, employer engagement and residential opportunities that broaden learners' experiences.

2. Curriculum Development and Quality

- Contribute to the planning, development and continuous improvement of the Public Services curriculum.
- Develop high-quality learning resources and assessment materials that reflect current sector practice.
- Ensure teaching, learning and assessment meet internal quality assurance standards and awarding body requirements.
- Maintain accurate learner records, assessment documentation and progress tracking.
- Monitor learner retention, achievement and progression, taking proactive action to improve outcomes.
- Contribute to self-assessment, quality improvement planning, curriculum reviews and inspection preparation.
- Share best practice with colleagues and actively contribute to curriculum innovation.

3. Learner Development and Pastoral Support

- Act as a Progress Tutor when required, providing academic guidance, coaching and pastoral support.
- Foster high expectations of attendance, punctuality, professionalism and behaviour in line with public service values.
- Support learners to develop confidence, resilience, leadership, communication and employability skills.

- Promote equality, diversity, inclusion and respect within the learning environment.
- Work collaboratively with Learning Support, Safeguarding and Student Services to ensure learners receive appropriate support.

4. Employer Engagement and Industry Links

- Develop and maintain positive relationships with employers and public service organisations.
- Embed current industry practice and employability skills into teaching and learning.
- Support learners through employer engagement activities, guest speakers, work-related learning and career progression opportunities.
- Maintain up-to-date knowledge of developments across the public services sector.

5. Professional Practice

- Maintain excellent subject knowledge and continuously develop your teaching practice.
- Participate fully in Continuing Professional Development (CPD), team meetings and College events.
- Work collaboratively with colleagues to share good practice and improve learner outcomes.
- Contribute positively to the wider life of the College through open days, recruitment events and enrichment activities.

6. Health, Safety and Safeguarding

- Promote a safe, inclusive and supportive learning environment at all times.
- Undertake risk assessments and ensure practical activities are delivered safely.
- Comply with all safeguarding, Prevent, health and safety, equality, diversity and College policies.
- Act as a professional role model, maintaining the highest standards of conduct and integrity.

7. General Responsibilities

- Undertake any other duties appropriate to the grade and responsibilities of the post.
- Support the mission, values and strategic objectives of Chelmsford College.
- Promote a culture of ambition, professionalism and continuous improvement that enables every learner to succeed.