

# Job Description

**Job Title:** Lecturer in Childcare  
**Department:** Health, Care and Science  
**Responsible:** Head of Department Health, Care and Science  
**Purpose of Job:** Teaching, Learning and assessment for Level 1, Level 2, Level 3 and T Level Education and Early years and contributing to the quality assurance process.

## **MAIN TASKS & RESPONSIBILITIES:**

1. Responsibility for teaching, learning and assessment for learners on a range of programmes.
2. Adopts appropriate pedagogic techniques and materials to deliver the programme and meet the learning objectives.
3. Diagnoses learners' needs and identifies potential barriers to learning.
4. Undertaking timely assessments for learners including establishing and developing employer participation in curriculum.
5. Review learner progress, provide feedback & support on assessment decisions including reinforcement of health and safety, equal opportunities, safeguarding and career aims and progression. Set progress targets from this for learner development.
6. Contribute to the internal quality assurance process and be responsible for outstanding quality standards throughout all aspects of delivery. Liaison with Internal Quality Assurers and Awarding Body Standards.
7. Timely recording of outcomes on college system.
8. To keep up to date with changes to national standards.
9. Undertake and maintain a log of continuous professional development include attending training and development activities and/or completing 'work experience' to ensure current occupational competence.

## **2. Contribution to department**

- 2.1 Contributes to the development of new programmes of study and programme plans.
- 2.2 Undertake and maintain a log of continuous professional development to ensure skills and knowledge are up to date at all times. This may include attending training and development activities and/or completing 'work experience' to ensure current occupational competence.
- 2.3 Contribute to the design and implementation of new systems/curriculum development and procedures.
- 2.4 Attend information evening/events and provide advice and guidance.
- 2.5 Attend relevant meetings, including standardisation meetings each year, and attendance at Awarding Body Standards Verifier visits if required.
- 2.6 Contributes to the effective and efficient working of the Department.
- 2.7 Maintains appropriate files and records.
- 2.8 Controls resources as directed by Head of Department.
- 2.9 Implements College policies and rules.

## **General responsibilities**

- 3.1 Contributes to the attainment of the College's strategic objectives, as appropriate.
- 3.2 Complies with all College policies, practices and procedures.
- 3.3 Takes responsibility for personal development, attends conventions, conferences and other similar activities and updating events.
- 3.4 Participates in and promotes the Professional Development and Appraisal schemes.
- 3.5 Undertakes 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.
- 3.6 Takes responsibility for safeguarding and promoting the welfare of children.

NB In consultation with you this job description is liable to variation by College Managers to reflect or anticipate changes in the College's requirements.