

## JOB DESCRIPTION

<b>POST TITLE</b>	:	Part Time Lecturer
<b>DEPARTMENT OF</b>	:	To be completed on appointment
<b>RESPONSIBLE TO</b>	:	To be completed on appointment
<b>SALARY</b>	:	Up to £29.09 per hour

### **GENERAL DUTIES OF THE POST OF PART TIME LECTURER**

- 1 To undertake classroom teaching or outreach activities as stated within the contract. Teachers will be expected to prepare classroom and materials so as to be able to start and finish lessons on time, and to leave the classroom/workshop in good order for other users.
- 2 To promote equality of opportunity for all students in their classes.
- 3 To undertake administration related to the above classroom teaching, involving keeping registers accurately, all preparation and marking arising from the needs of the syllabus and the setting and marking of assessments where appropriate.
- 4 To attend Part Time Hourly Paid induction each year.
- 5 To attend course team meetings to discuss curriculum or students as appropriate, as detailed in the specific responsibilities. (Minimum requirements are 6 hours per year).
- 6 To attend marketing events concerned with the publicity of the course being taught as appropriate, as detailed in the specific responsibilities.
- 7 To engage in staff development or training as appropriate to keep up to date with current changes in the subject/area of specialism, to ensure high quality learning outcomes for students of Burnley College.
- 8 To ensure that safe working practices are followed at all times.
- 9 To undertake invigilation duties from time to time.
- 10 To promote and fully support the mission of the College.

### **SPECIFIC RESPONSIBILITIES OF THE POST**

**To be completed on appointment**

## PERSON SPECIFICATION

**POST:** Part Time Lecturer

**DIVISION:** To be completed on appointment

<u>QUALIFICATIONS</u>	Essential (E) Desirable (D)	To be identified by:
1 Appropriate professional and/or academic qualifications for specific post	D	Application form/ Interview
2 Trainer/Teacher Training certification or willingness to undertake appropriate training	E	Application form/ Interview
<b><u>KNOWLEDGE</u></b>		
1 Knowledge of own teaching subject appropriate to group and level of class to be taught	E	Application form/ Interview
2 Awareness of Safeguarding Legislation	D	Application form/ Interview
<b><u>EXPERIENCE</u></b>		
1 Vocational experience as appropriate for the post	D	Application form/ Interview
2 Experience of teaching or training (which may be voluntary or informal)	D	Application form/ Interview
<b><u>PERSONAL</u></b>		
1 Excellent communication and administrative skills	E	Interview
2 Experience of using intranet and IT in the classroom	E	Interview
3 Willing to enhance IT skills in accordance with the requirements of the College	E	Interview
4 Commitment to ongoing professional development	E	Interview
5 Enthusiasm for the role of further education in building futures and changing lives	E	Interview
6 Commitment to College's Single Equality Policy	E	Interview

**STANDARD COLLEGE REQUIREMENTS**

1	Commitment to the delivery of excellent teaching and support to our students	E	Interview
2	Good teamworking skills and commitment to teamworking	E	Interview
3	The College is committed to safeguarding expects all staff to share that commitment	E	Application form/ Interview/DBS/ References
4	Regular and Reliable Service (the College does not wish to appoint individuals with a high sickness record where there is no underlying medical reason)*	E	References/ Occupational Health Assessment

*\*Note this does not affect any individual’s rights under the Equality Act. The College wishes to promote the recruitment of disabled staff and would endeavour to make reasonable adjustments where practical. Disabled applicants who meet the essential criteria will be guaranteed an interview.*