



## JOB DESCRIPTION



<b>Post:</b>	Lecturer
<b>Responsible to:</b>	Principal
<b>Grade:</b>	Lecturer
<b>Conditions of Service:</b>	Truro and Penwith College Conditions of Service
<b>Main Purpose of Job:</b>	Teaching and providing learning support for students.  Acting as personal tutor to a group of students and providing appropriate support.  Undertaking other professional tasks within the curriculum team, the student support team or across the College.
<b>Specific Duties:</b>	
Learning Support:	To diagnose learners' needs and to formulate programmes that will specify those needs.  To design a pattern of learning experiences.  To provide high quality learning experiences for students.  To be a member of a curriculum team and to co-operate fully in its work.  To participate fully in arrangements for student assessment and progress reviews.
Tutorial Support:	To establish a personal knowledge of and relationship with assigned students.  To be a member of a student support team and to co-operate fully in its work.  To help students identify and resolve matters which block their progress.  To liaise with staff and other organisations to provide information and support for students.

Other Professional Tasks:

To accept responsibility for specific tasks within the curriculum team, the student support team or across the College. (The nature of such tasks will vary from time to time, responsibilities will be assigned by the Principal following discussions with individual members of staff, the Senior Staff and Team Leaders. Typical responsibilities might include acting as a Course Leader, acting as a Subject or Section Leader, undertaking a cross-College curriculum function or developing a new course or delivery arrangement).

Administration and Planning:

To maintain appropriate records.

To contribute to working parties or team groups.

To undertake all administrative tasks associated with assigned teaching, tutorial and other tasks and to participate in the planning process operating within the individual teams and in the College.

**General Requirement:** As a member of staff the postholder will be required to further the agreed aims of the College by participating fully in the following:-

The first nine months of your employment will be a probationary period, during which your suitability for the position to which you have been appointed will be assessed.

To participate in the scheme for appraisal and review of performance adopted by the College.

The provision of a high quality environment for student learning and associated activities.

Student Welfare and Support Services.

To be responsible for promoting equality and diversity in line with College procedures.

The development of a flexible and responsive institution.

To act responsibly in using resources including contributing and complying with efforts and initiatives to reduce carbon emissions.

To maintain the highest standards of professional behaviour at all times (including compliance with the staff Code of Conduct), with a positive and student focused approach.

College Promotional and Marketing Activities.

The safe and appropriate use of College equipment, premises and property.

Health and Safety Procedures as laid out in the College Health and Safety Policy.

Staff Development Activities.

General College Developments.

All members of staff must be prepared for changes in their responsibilities and work.

The postholder will also be required to undertake such other tasks as the Principal from time to time may determine.

All members of staff are required as part of their duties to accept responsibility for safeguarding, Prevent and promoting the welfare of children and vulnerable adults.

# PERSON SPECIFICATION

## LECTURER

The person sought will have most, if not all, the following skills and experience:-

- A degree or similar equivalent professional qualification and a recognised teaching qualification.
- A record of continued student or professional development.
- A record of achievement in teaching within an area appropriate to the curriculum remit of the team.
- Be an effective communicator, both in writing and orally.
- Be committed to good working relationships and have the ability to motivate others.
- Be committed to the implementation of a curriculum and working practices which are free from any bias relating to gender, disability or ethnicity.
- Enthusiasm for the opportunities presented by the establishment of a new College.

The College is registered with the Disclosure and Barring Service and the successful applicant will be required to apply for a Disclosure at the enhanced level. If you apply for a job with vulnerable people when you know you are on a barred list you could be fined or face a prison sentence.

Truro and Penwith College is committed to ensuring a culture of valuing diversity and ensuring equality of opportunities.