

# Capel Manor College

## Foundation Learning Lecturer

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### Job Description & Person Specification



## **JOB DESCRIPTION & PERSON SPECIFICATION**

### **JOB DESCRIPTION**

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|-----------------------|------------------------------------------------|
| <b>Post</b>           | Foundation Learning Lecturer                   |
| <b>Scale</b>          | Lecturing                                      |
| <b>Grade</b>          | Scale 19-35                                    |
| <b>Responsible to</b> | Head of English, Maths and Foundation Learning |
| <b>Location</b>       | Enfield                                        |
| <b>Contract</b>       | Full time (Part time also available) Permanent |

#### **Key Responsibilities:**

The key responsibility of the Foundation Learning Teacher will include contributing to the teaching, administration and assessments of courses. The post holder will be responsible for preparing educational materials, generating reports for quality assurance, and contributing to curriculum development. The role also entails coordinating learning support activities, representing Student Services in meetings, and overseeing examination duties and student discipline.

#### **Responsibilities:**

1. Contribution to teaching, administration and assessment of courses offered by the college.
2. Preparation of work schemes, learning materials, assignments and associated student support schedules.
3. Preparation of reports and statistics as required to contribute to the college's quality assurance and exam process.
4. Participate in the development, organisation and delivery of new educational and curricular initiatives undertaken by the college as appropriate.
5. Assist with co-ordination of all Learning Support activities when required.
6. Participate in and represent Student Services in enrolment and advice sessions, parents' evenings and student review meetings
7. Participate in internal and external verification procedures.
8. Undertake examination and invigilation duties.
9. Liaise as necessary with the appropriate course managers, tutors and learning support assistants concerning individual student progress and development.
10. Ensure student discipline in all academic situations and report as necessary to the appropriate course manager.
11. Mark student assignments and examinations.
12. Attend School, team, student progress and other meetings as directed, and on a regular basis, and produce reports as may be required.

#### **General Responsibilities:**

1. Promote and implement all College policies, particularly those which refer to health & safety, equality of opportunity and Safeguarding young people and vulnerable adults
2. Participate in College programmes of staff appraisal and continuing professional development
3. Develop effective working relationships internally and with external partners
4. To operate at all times in line with the College's values and behaviours
5. Undertake other duties as may reasonably be required in the interests of the efficient functioning of the College

### **PERSON SPECIFICATION**

#### **Qualifications**

- Possess a Level 2 qualification in English and Maths or a willingness to achieve within a specified period
- Relevant degree, or professional accreditation, HND or equivalent

## **Experience**

- Experience of working in an educational or training environment
- Experience of teaching young learners and those with learning difficulties
- Experience of working with learners with different learning needs

## **Skills, Abilities and Knowledge**

- Excellent communication skills, both orally and in writing
- Excellent organisation skills
- The ability to develop positive working relationships with individuals at all levels
- Excellent administrative skills
- Attention to detail
- A commitment to and enthusiasm for the teaching and guidance of students at all levels

## **Other Factors**

- An understanding of and commitment to safeguarding young people and vulnerable adults
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people/vulnerable adults
- Emotional resilience
- The ability and determination to promote equality, diversity and inclusion throughout all aspects of College life, including employment and service delivery
- Should the position involve regular driving, a clean driving licence is required