

Capel Manor College

Causal Lecturer

Job Description & Person Specification



JOB DESCRIPTION & PERSON SPECIFICATION

JOB DESCRIPTION

Post	Casual Lecturer
Scale	Lecturing
Grade	Lecturing Hourly Paid 19-35
Responsible to	Head of Business Development and Employer Skills
Location	All sites
Contract	Casual

Key Responsibilities:

The key responsibility of the Casual Lecturer is to continue the teaching and assessing of the College for courses, conducting student tutorials, providing specialised advice and supporting curriculum development. They must maintain and contribute to the quality of service and promote a safe and healthy working environment in accordance with the College's policies.

Responsibilities:

1. Carrying out tutorials with students, recording results and providing management information
2. Providing specialist advice relating to activities and developments
3. Supporting curriculum planning, development and support within the Department
4. Researching and the production of course materials
5. Liaising with internal staff with regard to the provision of practical student activities
6. Liaising with external bodies, visiting speakers and representatives within the industry
7. Ensuring that all requirements and regulations relating to health and safety are adhered to at all times
8. Responsible for ensuring that the health and safety of students is maintained whilst undertaking practical sessions
9. Providing specialist input into the development of new courses, modules, services or activities within the college

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
- A teaching qualification is desirable

Experience

- A background in teaching the related subject
- Experience of demonstrating practical skills and teaching underpinning knowledge relating to subject for the education of students and public
- Experience of teaching and assessing in a College or training environment would be advantageous but is not essential

Skills, Abilities and Knowledge

- A background in the industry
- The ability to develop positive working relationships with individuals at all levels
- Knowledge on industry
- Excellent administrative and organisation skills
- The ability to be able to instruct and assess practical skills
- The ability to communicate effectively orally and in writing
- The ability to develop positive working relationships with individuals at all levels
- Experience in being adaptable in working in different working environments and teams
- A commitment to and enthusiasm for the teaching and guidance of students at all levels
- Familiarity with Information Learning Technology applications and an active interest in use of ILT to improve access to learning

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