

Capel Manor College

Casual Lecturer Opportunities

Job Description & Person Specification



JOB DESCRIPTION & PERSON SPECIFICATION

JOB DESCRIPTION

Post	Casual Lecturer
Scale	Lecturing
Grade	Lecturing Hourly Paid 19-35
Responsible to	Team Leader
Location	Enfield/Gunnersbury Park/Crystal Palace/Mottingham/Regents Park
Contract	Casual

Key Responsibilities:

The key responsibility of the Casual Lecturer is to continue the teaching and assessing of the College for animal management 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. Delivering and co-ordinating the assessment of a range of subjects to appropriate examination body standards, including both centre-and work-based learning
2. Using schemes of work, learning materials, assignments and associated Learning Support schedules to ensure all learners' needs are met
3. Carrying out tutorials with students, recording results and providing management information
4. Participate in internal and external verification procedures, examinations and invigilation duties
5. Ensure student discipline in all academic situations and report as necessary to the appropriate course manager
6. Participate in the development, organisation and delivery of new educational and curricular initiatives undertaken by the college as appropriate
7. Attend school, team, student progress and other meetings as directed, and product reports as may be required
8. Mark student assignments and examinations
9. Responsible for ensuring that the health and safety of students is maintained whilst undertaking practical sessions
10. Liaise as necessary with the appropriate course managers, tutors and learning support assistants concerning individual student progress and development
11. Participate in internal and external verification procedures
12. Any other duties of a comparable nature as requested by college managers

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
- Degree or HND (or equivalent) in a relevant field
- A teaching qualification is desirable
- Assessor awards are desirable

Experience

- A background in the relevant industry
- Experience of teaching and assessing in a college or training environment would be advantageous but is not essential

Skills, Abilities and Knowledge

- The ability to develop positive working relationships with individuals at all levels
- Excellent administrative skills
- The ability to be able to instruct and assess practical skills
- The ability to communicate effectively orally and in writing
- Effective organisation skills and ability to work on own initiative and as part of a team
- The ability to work effectively as part of a team, supporting others as required
- 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