JOB DESCRIPTION

JOB TITLE:	**Lecturer A**
Grade:	**MGL 4 - 8**
Responsible to:	**Curriculum Leader**
Responsible for:	**Curriculum delivery to one or more courses**
Teaching/ Contact hours:	**880 over 38 weeks**

Purpose of the job:

To deliver high quality and inclusive teaching and learning on GCSE/Functional Skills and non-accredited Community Learning courses.

To support the curriculum management on curriculum and course development.

To take part and comply with all quality assurance procedures and systems within the area of responsibility.

Develop resources, support teaching programmes and deliver on a number of courses as required.

To support the achievement of annual targets for learner numbers, income, expenditure and success rates.

Comply with all College policies and procedures and maintain personal compliance.

In pursuance of Bolton College's Mission and Values, assist in achieving the strategic objectives and outcomes of the College.

THE ANNUAL WORKLOAD WILL INCLUDE THE FOLLOWING KEY RESPONSIBILITIES AND DUTIES:

Planning

1. To deliver teaching and learning for an agreed scheduled timetable of class contact hours.
2. On occasion you may be required to undertake efficient and effective organisation of moderation within an agreed area of responsibility.
3. Support the curriculum management team in the development of new provision in response to identified marketing opportunities.
4. To ensure that course design and delivery comply with the quality standards and regulations of the College.
5. To actively work and engage with curriculum managers in the development of new activity, for example the development of new programmes, products and services, to increase the commercial revenue of the College.
6. To positively contribute to the College's marketing strategy, including taking part in publicity and public relations exercises including liaison with schools, employers and other stakeholders.
7. To work as part of a team to achieve agreed outcomes and objectives.

Teaching

8. To ensure, within the area of responsibility, that there is effective programme maintenance and course management through effective and timely course correspondence and record keeping.
9. To take part in the College's teaching and learning observation process and comply with the quality assurance systems where appropriate.
10. Support the curriculum management in the achievement of targets for recruitment, retention and achievement including appropriate minimum levels of performance (MLP) for courses and students and take suitable remedial action to ensure targets are met.
11. Supporting timetabling arrangements within the programme area.
12. Actively track learner destinations and progressions and follow through with College systems
13. To support learners through a variety of mechanisms, including tutorial provision, academic guidance, welfare and counselling, where appropriate.
14. To engage with and undertake student admission, enrolment, induction and initial assessment activities.
15. Deliver enrichment activities including accompanying students on external visits.
16. Prepare lesson plans, course and assessment schemes and individual learning plans which inspire learners to succeed and progress.

17. To integrate appropriate and inspirational curriculum resources, including ILT into lessons.
18. Comply with College expectations and processes for the accreditation of prior learning.

Quality assurance and performance management

21. Comply with all College quality assurance systems including course reviews and self-assessment, quality cycle reviews, lesson observations and target setting.
22. Support the learner voice process via surveys and curriculum forums
23. Responsibility for ensuring accurate and timely external assessment processes, including examination entries.
24. Identify, develop and monitor effective quality improvement strategies.
25. Mark and prepare agreed learning activities and student assignments.
26. In exceptional circumstances you may be required to undertake internal verification as agreed by Head of Area.
27. Monitor and make effective use of resources under the direction of Head of Area and Curriculum Leader.
28. Proactively use College data systems to monitor students' attendance, activity, retention and achievement and produce reports and action plans as appropriate.
29. Attend and contribute to appropriate meetings as identified by line manager.
30. Maintain records, registers, reports, statistics, schedules and materials as directed.
31. Comply with all College systems and procedures necessary to ensure accurate, complete and robust data is collected and maintained for all provision.
32. Ensure requests for reconciliation of student data returns are returned by deadline.

In carrying out his/her duties the appointee must:

33. Undertake such other duties as may be required by the Principal commensurate with the grade and nature of the post.
34. Attendance at external meetings, curriculum planning activities and staff training and briefing events.
35. Promote and market the College positively and professionally at all times through formal and informal locations.
36. The post holder will be expected to work flexibly and efficiently to maintain the highest professional standards and to promote and implement the policies for the Corporation.
37. The post holder will be expected to comply with any rules and regulations which the Corporation may from time to time issue to ensure the efficient operation of its business and the welfare and interests of its students and employees.
38. To work in accordance with the Data Protection Act and to ensure that all data protection concerns are reported to the College Data Protection Controller.

39. Comply with and be aware of the College's Health & Safety policy and associated procedures.
40. Ensure a safe working environment for all learners at all times.
41. Comply with all College's Personnel Policies and Procedures.
42. Maintain knowledge of, and implement College policies.
43. To engage in continuous professional development.
44. To understand and apply the principles of equality of opportunity in an academic context.
45. Have a positive commitment to inclusive learning.
46. Undertake appropriate training and staff development as requested by SMT.
47. Be able to commute effectively between all College sites.
48. Remain current by keeping abreast of up to date curriculum understanding and course options through various internal and external arrangements and processes.
49. Must be prepared to work some evenings and weekends.
50. To be fully aware of and comply and promote the Colleges Equality Scheme and all other policies, including Financial Regulations.
51. Bolton College is committed to safeguarding and promoting the welfare of young people and vulnerable adults and expects all staff and volunteers to share this commitment.
52. To ensure commitment to customer care at all times.
53. The post holder will demonstrate a clear understanding and commitment to the College values and ethos identified within the Strategic framework.

Place of Work

The principle place of work for this post will be the Corporation's premises at the Deane Road Campus. However, the post holder may be required to work on either a temporary or an indefinite basis at any premises at which it may from time to time provide services or at other locations, mainly in the Bolton area when required e.g. schools to promote the course.

As part of their duties, the post holder may be required to travel either within the United Kingdom or outside of it. Such travel may include attendance at conferences or seminars for the purposes of maintaining and updating their professional skills and the supervision of students on visits and work placements.

Working Hours

The post holder will be expected to work such hours as are necessary for the proper performance of their duties and responsibilities up to 37 hours per week including on an annual basis 880 contact hours for full time contracts. It is essential that these hours are based delivering provision and are not subject to various forms of remission.
The post holder may from time to time be required to work on a Saturday or Sunday, in which case time off in lieu will be given during the normal working week. The post will require some evening work to support student performance and may require Saturday working.

Probationary Period

If the post holder is a new employee to the College, the first 9 months of employment will be a probationary period, during which the suitability of the post holder for the position will be assessed. The Corporation reserves the right to extend the probationary period, if, in its opinion, circumstances so require.

Appraisal
The post holder will be required to participate in a staff appraisal scheme approved by the Corporation.

In the interests of health and safety, smoking is not permitted in Bolton College.