

POST DESCRIPTION AND PERSON SPECIFICATION

POST :	Bank Lecturer – Early Education and Childcare
SALARY	£28,726 - £36,873 (Bar £32,693) per annum pro-rata Candidates holding TQFE will commence on £31,577 per annum
HOURS OF DUTY	Hours as required
LOCATION	City Campus
REPORTING TO	Curriculum Head - Care
RESPONSIBLE FOR	No line management Responsibility

KEY CHALLENGES

1. To teach academic and vocational subjects at a variety of levels SCQF 5 – 9, to a diverse range of students within the curriculum relating to Social Services and Health care and in particular Children and Young People and Early Education.
2. To deliver relevant and innovative learning and teaching sessions that inspire and engage students, and are adapted to reflect the industry setting.
3. To develop and deliver quality learning through blended and distance approaches

KEY ROLES

1. Participate in student recruitment, enrolment, teaching and learning
2. Assess and record student achievement
3. Monitor student performance and maintain records
4. Participate in all duties relating to the learning and teaching process
5. Assist in student guidance and learning support
6. Assist in the development and evaluation of learning, teaching and assessment materials
7. Assist in internal verification procedures
8. Ensure health and safety criteria are adhered to
9. Keep abreast of subject and learning and teaching approaches
10. Participate in the College Personal Development Review
11. Assist in the work of the Faculty and Curriculum team, including Accreditation of prior learning and work based learning
12. Undertake year/group tutor duties as required

KEY RESPONSIBILITIES

1. Contribute to the work of academic committees such as Course Action and Development Meetings.
2. Contribute to the College Quality and Assurance and improvement activities.
3. Contribute to management and development of courses including short courses
4. Undertake College consultancy and research activities
5. Act as a College representative in national developments

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- 6. Contribute to academic innovation

GENERAL

- 1. Implement College policies, particularly those relating to equality and diversity
- 2. To implement Health and Safety and security measures in accordance with statutory and College requirements
- 3. Be a role model supporting College values and corporate management

Actively develop his/herself through staff development and training activities and to review their own performance and the performance of those who are responsible to them

- 5. Undertake any other duties consistent with the key responsibilities and duties of the post, as directed

Every Post Description will be subject to review;

- 1. **Within six months of appointment**
- 2. **Thereafter, on an annual basis**
- 3. **As a result of agreed staff development / personal development needs**
- 4. **As a result of team / operational requirements or strategy changes.**

This job description sets out the principal responsibilities of the post at the time it was compiled. Such duties may vary from time to time without changing the general character of the duties or the level of the responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.

MANAGER SIGNATURE	
DATE COMPILED	
EXECUTIVE AUTHORISATION	

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JOB TITLE	FACULTY/ SECTION
Bank Lecturer	Care

FACTOR	ESSENTIAL	DESIRABLE	Means of Assessment
Qualifications and Training	Relevant qualification at SCQF level 9 or above	TQFE	<ul style="list-style-type: none"> • Application • Interview
Occupational Experience	Recent, broad and demonstrable practice / professional experience in Early Education and Childcare or Children and Young People services	Internal verifier award	<ul style="list-style-type: none"> • Application • Interview
	Eligible for Registration with NMC/HCPC/SSSC or equivalent	SVQ Assessor award – A1/ Land D or equivalent	<ul style="list-style-type: none"> • Application • Interview
	Evidence of appropriate CPD	Previous teaching experience.	<ul style="list-style-type: none"> • Application • Interview
		Experience of delivery using a VLE.	<ul style="list-style-type: none"> • Application • Interview • Reference
	Competent IT Skills	Demonstrable experience at supervisory level within Early Education and Childcare	<ul style="list-style-type: none"> • Application • Interview • Reference
Personal qualities and competencies	Ability to work as a team member	Knowledge of Health & Safety , Safeguarding and legislative requirements within Health and Social Care and Childcare settings	<ul style="list-style-type: none"> • Application • Interview • Reference

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FACTOR	ESSENTIAL	DESIRABLE	Means of Assessment
	Effective interpersonal skills		<ul style="list-style-type: none"> • Application • Interview
	Ability to plan and organise		<ul style="list-style-type: none"> • Application • Interview • Reference

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