

POST DESCRIPTION AND PERSON SPECIFICATION

POST :	Bank Lecturer – Housing Practice
SALARY	£28,726 - £36,873 per annum (pro rata as appropriate) Candidates holding TQFE (or equivalent) will commence on £31,577 per annum
HOURS OF DUTY	As required
LOCATION	Riverside Campus
REPORTING TO	Curriculum Head - Care
RESPONSIBLE FOR	No line management Responsibility

KEY CHALLENGES

1. To teach Housing Practice subject areas, on the Chartered Institute of Housing Qualifications at QCF Level 4, but also to develop portfolios at a variety of levels and to a diverse range of students.
2. To deliver relevant and innovative learning and teaching sessions that inspire and engage and are adapted to relevance for the industry setting.

KEY ROLES

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

POST DESCRIPTION AND PERSON SPECIFICATION**KEY RESPONSIBILITIES**

1. Contribute to the work of academic committees
2. Contribute to the College QM and learning support systems
3. Contribute to management and development of courses including short courses
4. Participate in College marketing and other external events
5. Undertake College consultancy and research activities
6. Act as a College representative in national developments
7. Contribute to the appropriate committees
8. Contribute to academic innovation
9. Promote the College Equality Policy in terms of staff/students
10. Ensure Health and Safety procedures are observed

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
4. 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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PERSON SPECIFICATION

JOB TITLE	FACULTY/SECTION
Lecturer - Housing Practice	Education & Society

FACTOR	ESSENTIAL	DESIRABLE	Means of Assessment
Qualifications and Training	Relevant Degree Level qualification or equivalent.	TQFE / PDA Teaching / Trainers Award	<ul style="list-style-type: none"> • Application • Interview
		Internal verifier award	<ul style="list-style-type: none"> • Application • Interview
		SVQ Assessor award – A1 or equivalent	<ul style="list-style-type: none"> • Application • Interview
		Registration with appropriate professional bodies	<ul style="list-style-type: none"> • Application • Interview
Occupational Experience	Recent , broad and demonstrable Practitioner / professional experience in the field of Housing Practice		<ul style="list-style-type: none"> • Application • Interview • Reference
	Recent and broad experience in teaching relevant areas i.e. Housing Sector		<ul style="list-style-type: none"> • Application • Interview • Reference
		Experience working with individuals challenging/ chaotic backgrounds and behaviours	<ul style="list-style-type: none"> • Application • Interview • Reference
	Competent IT Skills	Experience in development and delivery using VLE	<ul style="list-style-type: none"> • Application • Interview
		Knowledge of Health & Safety , Safeguarding and legislative requirements within Housing and Care	<ul style="list-style-type: none"> • Application • Interview
Personal qualities and competencies	Ability to work as a team member	Demonstrable experience at supervisory level within	<ul style="list-style-type: none"> • Interview • Reference

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

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