

Graduate Trainee Lecturer

This Job Description sets out the organisational position, reporting lines, key accountabilities and relationships.

MAIN COLLEGE LOCATION: East Surrey College or John Ruskin College

POST OUTLINE:

The purpose of this role is to ensure that the Post holder becomes familiar with all aspect of a teaching role and as such will carry out Learning Support Assistant duties and team teaching while undertaking a teacher training qualification, with a view to becoming a fully qualified Lecturer (this role has a teaching requirement as per the Timetable Toolkit for each academic year).

Post Reports To: Head of Department

Key Accountabilities:

Learning Support Assistant

- To work with designated learners in groups or on an individual basis, in accordance with their learning and learning support plans. This may include assisting with:
 - The practice and development of literacy/numeracy needs embedded within the courses
 - The development of practical skills
 - Enabling learners to be independent
 - Enabling learners to develop social skills and appropriate behaviour
- To provide individualised support for designated learners to meet their learning support needs, including, as appropriate:
 - Establishing new ways of communicating with the learner
 - Enabling the learner to access materials and information for study
 - Taking notes, where the learner's needs necessitate this
 - Transcribing resources to make them accessible for learner's needs
 - Signing or interpreting
 - Enabling the learner to use specialist equipment
 - Assisting the College and/or Tutor, under direction, to facilitate physical access for the learner to all aspects of the programme of learning
 - Providing personal care as agreed with each member of staff (please note that if required by the staff member training will be provided)
- To take responsibility for designated learners additional learning support needs as directed by the line manager or Tutor and to maintain appropriate levels of supervision at all times
- To assist in the assessment process, by profiling competencies and recording achievements in liaison with Tutors
- To maintain appropriate records of learners' attendance and progress, including registers, learning agreements, learning support plans and audible records of the level of support provided to individual groups of learners
- To assist the Tutor to prepare and maintain the learning environment and practical equipment for use in learners' learning, including cleaning equipment as necessary
- To provide emergency cover for Lecturers under guidance of the relevant Head of Department and your line Manager, e.g. for unexpected sickness (any periods of extended cover to be approved by HOD and Line Manager beforehand and relevant teaching qualifications confirmed) and also with the agreement of the LSA

Teacher Training

- To develop skills in the core duties of a lecturer including preparation, session delivery, marking/assessment of work, monitoring student progress and associated counselling, preparing reports, attending Open Days, setting and marking of examination papers and the preparation of flexible learning materials.
- To complete DET (Diploma in Education and Training) and apply the knowledge, skills and experience gained from the teacher training programme in this role.
- To teach, with the support of an in class mentor, as per the Timetable Toolkit for each academic year.
- To work with the relevant teaching delivery team to help facilitate on-line tutoring skills through research of on-line assessment materials.
- To take part in shadowing observations for various teaching sessions to gain teaching experience
- To attend staff development sessions weekly for lecturing staff and other teaching, learning and assessment events
- To contribute to Open Evenings, parents' evenings and similar events as required.
- To promote Equality & Diversity and Safeguarding in teaching and learning.
- To work co-operatively with staff and teams in other areas of the college in order to ensure an effective service to students.
- To contribute to the process of student recruitment and enrolment in conjunction with the Central Admissions Units, following completion of appropriate training in advice and guidance.
- To promote high attendance to College targets & follow up non-attenders as directed by Head of Department or Programme Manager.
- To maintain accurate records of students' retention, achievement and attendance using e-registers, and provide reports on student progress as required, using electronic ILPs.
- To undertake data checks as directed by Heads of Department.
- To participate in team meetings and contribute to planning, development and review activities, including course review, self-assessment and other College QI procedures.
- To provide outstanding learning experience to students, maximising and showcasing of the use of ILT.

Personal Competencies (Accountable at Level 1 – please refer to ESC Competency Framework):

Core Competencies

- **Valuing Equality and Diversity**
- **Working with People; Team Working, Communication**
- **Results Focus; Drive to Achieve Excellence, Technical Skills & Professionalism**
- **Focus on Delivery; Organisational Awareness, Customer/Student Focus**
- **Self Motivation; Adaptability & Flexibility, Accountability**

Key Relationships:

The postholder will need to form effective and co-operative working relationships, in particular with:

- Director of Learning or appropriate Head of Department
- Programme Manager
- Other lecturers
- Students/Employers/Parents/Carers
- Client Services/Student Support
- Potential students
- External verifiers
- Examinations Department
- MIS Department
- Inspectors and awarding bodies

Expectations of the Post Holder:

The post holder will undertake assigned responsibilities effectively and efficiently, and within regulatory and legislative requirements; achieve individual and departmental targets within the College's annual planning and staff performance review processes and budgetary constraints and:

1. Actively promote equality and diversity, recognising and actively challenging stereotyping, prejudice and discrimination, ensuring that these principles permeate all working practices. All staff are required to undertake mandatory Equality & Diversity Training.
2. Adhere to and actively promote the College's Safeguarding policy and procedures, and undertake mandatory Safeguarding Training.
3. Adhere to and actively promote the College's Data Protection policy and procedures, and undertake the mandatory Data Protection Training.
4. Ensure effective quality control and continuous improvement in all aspects of this post, in keeping with the College's existing and developing quality assurance systems.
5. Be committed to professional self-development, through participation in the College continuing professional development programme which includes industry based work shadowing, attending seminars, College conference days and training events appropriate to the job role.
6. Comply with and promote College Health and Safety policies and procedures and to undertake mandatory Health and Safety training as and when necessary.
7. Undertake such other duties as required, commensurate with the grade of the post, as may be reasonably required at the initial place of work or at other locations in the College.
8. Support cross college events such as Open Evenings and Enrolment sessions when required
9. Adhere to all College procedures as detailed in the Employee Handbook
10. At all times seek to serve the best interests of the College
11. To provide cover for colleagues during periods of holiday or sickness absence

NB: This job description outlines a range of main duties. It is not exhaustive and can be varied in consultation with the post holder in order to reflect changes in the job or the organisation.

JOB DESCRIPTION

Graduate Trainee Lecturer

The following is a list of skills, experience and qualities that we might expect to find in the successful applicant for this post:

QUALIFICATIONS

Highlights the qualifications expected of jobholder

Orbital South Colleges Group is committed to supporting all employees in obtaining Level 2 Maths and English, if this has not already been achieved.

Criterion	Essential	Desirable
Subject specific Degree (either Maths, English, Science or SEND related)	✓	
Candidates must successfully complete a full teaching qualification within agreed timeframes and be committed to progressing with a teaching career	✓	
Maths & English GCSE / Level 2 equivalent	✓	
Equality & Diversity Level 2 (or willing to obtain)	✓	
Safeguarding Children & Vulnerable Adults Level 2 (or willing to obtain)	✓	

KNOWLEDGE & EXPERIENCE

Highlights the knowledge and experience required by the jobholder of specific processes, procedures and technical requirements

Criterion	Essential	Desirable
Excellent use of the English language in both verbal and written communication	✓	
Strong IT skills, including Microsoft office suite	✓	
Experience of teaching or sharing knowledge with others, whether formally or informally, to include preparation of learning materials and assessments		✓
Commercial experience in degree specialism		✓
Previous work experience, in an environment where flexibility and resilience were demonstrated by the job holder		✓
Have access to a personal laptop computer (including a camera and microphone) which can be used for work purposes, should this be required		✓
Have the technological ability to complete work both on Campus and remotely, to include experience of utilising voice conferencing, ideally via Microsoft Teams, and of working from home		✓

COMPETENCIES – refer to the Corporation Competency Framework and Job Description

Specific personal skills and behaviours required of the jobholder

Criterion	Level Expected
Valuing Equality and Diversity	1
Working with People (Team Working, Communication)	1
Results Focus (Drive to Achieve Excellence, Technical Skills & Professionalism)	1
Focus on Delivery (Customer/Student Focus, Organisational Awareness)	1
Self-Motivation (Adaptability & Flexibility, Accountability)	1