



JOB DESCRIPTION

Lecturer/Assessor Supporting Teaching and
Learning in Schools



WALTHAM FOREST COLLEGE
JOB DESCRIPTION AND PERSON SPECIFICATION

POST:	Lecturer/Assessor Supporting Teaching and Learning in Schools
REPORTING TO:	Teacher Development Manager
RESPONSIBLE FOR:	Please indicate the Line Management responsibilities (if any) please enter Job Title(s)
HOURS:	36 hours
GRADE:	Teaching and Learning Grade 21-35

KEY RESPONSIBILITIES

1. To deliver high quality teaching and learning to learners on the Supporting Teaching and Learning in Schools programmes, and other courses as required
2. To be an effective assessor of learners' work both in college and in the workplace
3. To monitor closely learner attendance and progress and act as a personal tutor as necessary
4. To contribute to course planning, delivery and quality monitoring

MAIN DUTIES AND RESPONSIBILITIES

1. Plan delivery of the course(s), specific units and any additional qualifications so that the specifications and awarding body criteria are met.
2. Contribute to course design and creation of resources, including digital.
3. Use innovative and engaging methods of teaching to ensure that learners enjoy their learning, participate fully in their lessons and make rapid progress
4. Develop learners' English, maths, ICT and study skills through course delivery. Encourage learners to improve and develop their employability and life skills.
5. Assess learner work accurately and fairly in a timely fashion, giving learners detailed and constructive feedback that helps them to improve
6. Assist learners to find, prepare for and carry out work placements to meet the criteria set out by the awarding body
7. Plan and carry out observations and assessments of learners in the workplace, liaising with employers as necessary to monitor learners' progress and performance
8. Keep meticulous records of learners' attendance, progress and achievements using the college and awarding body systems
9. Contribute to internal verification and other quality assurance processes, adhering to college and awarding body standards
10. Contribute to the learner recruitment process to ensure that learners are placed on the programme that best suits their needs, aptitudes and aspirations
11. Work effectively as a member of the teaching team, liaise with other college staff as necessary and report regularly to your line manager to ensure the smooth running of the programme.
12. Keep up to date with changes to awarding body guidance and regulations, developments in the sector and professional conduct and expectations

GENERAL

1. Promotes and implement all College policies, particularly those which refer to health & safety, equality of opportunity and Safeguarding young people and vulnerable adults.
2. Participates 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. Undertakes other duties as may reasonably be required in the interests of the efficient functioning of the College.

PERSON SPECIFICATION

We need you to use the application form to demonstrate your capabilities in relation to each of the criteria listed below (addressing each point in order).

	Criteria	Essential/Desirable
Qualifications (Educational and Vocational)	Possess a Level 2 qualification in English and Maths or a willingness to achieve within a specified period.	E
	Teaching qualification or willingness to achieve (support will be given to gain accreditation over a specified period.)	E
	Relevant vocational qualification in the field of Early Years Education at a minimum of Level 3	E
	Show current evidence of continuous professional development (including in assessment and quality assurance)	E
	A recognised Assessor qualification such as, Level 3 Certificate in Assessing Vocational Achievement or A1 Assess candidate performance using a range of methods	E
	The ability to carry out the role of IQA. You will have a relevant qualification such as, Level 4 Certificate in Leading the Internal Quality Assurance of Assessment Processes and Practice, or V1 Conduct internal quality assurance of the assessment process	D
	Previous experience/job knowledge	Proven track record of working in a school environment, preferably in a supervisory capacity
Sound knowledge and understanding of the scope and content of the 'Supporting Teaching and Learning in Schools' suite of qualifications		E
Previous experience of teaching in a post 16 environment		D
Experience of supporting and assessing learners in the workplace		D

	Experience of improving learners' literacy and numeracy skills in an educational setting	E
Skills (Competencies and Aptitudes)	Skilled, knowledgeable and experienced in learning delivery, assessment and quality assurance	E
	Able to demonstrate good practice in accordance with the Learning and Development NOS (2009) which relate to assessment and quality assurance	E
	Ability to develop and inspire learners through innovative and engaging teaching methods	E
	The ability to develop positive working relationships with individuals at all levels	E
	Sound administrative skills	E
	The ability to communicate effectively orally and in writing.	E
	Effective organisation skills and ability to work on own initiative and as part of a team	E
Other factors/ additional requirements	An understanding of safeguarding and a commitment to creating a safe learning environment. An understanding of and commitment to safeguarding young people and vulnerable adults. Motivation to work with children/young people/Vulnerable adults Ability to form and maintain appropriate relationships and personal boundaries with children and young people/vulnerable adults Emotional resilience in working with challenging behaviours. Attitudes to use of authority and maintaining discipline.	E
	The ability and determination to promote equality and diversity throughout all aspects of College life, including employment and service delivery.	E
	Confident, self-motivated with a committed approach to work.	E
	Commitment to inclusive and comprehensive educational provision.	E