



**JOB DESCRIPTION**  
Public Services

**WALTHAM FOREST COLLEGE**  
**JOB DESCRIPTION AND PERSON SPECIFICATION**

**POST:** Public Services Lecturer

**REPORTING TO:** Head of Curriculum

**RESPONSIBLE FOR:** N/A

**GRADE:** 15 -35

**KEY RESPONSIBILITIES**

- To promote the highest possible standards in customer care, equal opportunities and health and safety practices for the benefit of learners and the wider community served by the College.
- To safeguard and promote the welfare of children, young people and vulnerable adults served by the College.
- To participate in the learner recruitment process.
- To identify and assess learners' needs throughout their programme of study.
- To plan, design and deliver learning programmes/sessions and facilitate learning in line with course aims, objectives, mode of assessment and accreditation.
- To monitor, evaluate and improve the quality and effectiveness of learning programmes, sessions and own practice.
- To undertake specific course leadership.

**MAIN RESPONSIBILITIES**

**Learner Recruitment**

- To assist in the admission and enrolment processes of learners, in line with agreed policies and procedures, and in doing so to seek to ensure that all students (actual and potential) are placed on the appropriate programme for their needs and abilities.

**Identify and Assess Learner's Needs**

- To assist learners in accessing learning support as appropriate and refer learners to the Skills Centre, Inclusion Centre and others as appropriate.
- To assist in the induction process throughout the year, in line with agreed policies and procedures.

- To work collaboratively with Personal Tutors and contribute to target setting and individual learning plans.
- To act as a tutor for an identified cohort(s) of students and to take responsibility for action planning (through the tutorial system) associated with the cohort.

### **Plan, Design and Deliver Learning Programmes and Facilitate Learning**

- To provide high quality teaching and learning opportunities that maximise student participation and involvement in all aspects of the learning process.
- To teach on appropriate courses and to undertake associated duties related to the learners' progress, including the assessment of work, providing feedback, setting targets, following up on attendance, writing reports and attending parent evenings.
- To ensure that learners' English and maths skills are developed across all subject areas.
- To use innovative, high quality learning methods, modes of delivery and resources, including E-learning that are responsive to the needs of individual learners.
- To undertake administrative and organisational duties associated with teaching including, processing of essential forms and data, preparation, marking of registers, examinations, educational guidance and any other associated duties.

### **Monitor, Evaluate and Improve the Quality and Effectiveness of Learning Programmes, Sessions and Own Practice**

- To carry out course-related quality processes and contribute to the preparation of documentation as appropriate.
- To contribute to the Self-Assessment process.
- To provide appropriate monitoring and quality documentation/statistics as required using standard College systems.
- To attend meetings as appropriate, including all relevant team meetings held to monitor the learning experience, and to contribute to the implementation and review of action plans through the College's quality assurance systems.
- To undertake College training and development as required and to take responsibility for keeping themselves up-to-date with developments in their professional area and also in the practice of teaching and learning.

### **Course Leadership**

- To carry out tasks related to a cohort including induction, examination entry, recording of results and progression and discipline records and to report on the progress of individuals and the cohort.
- To participate in careers events/open days and other marketing opportunities as appropriate and assist in the preparation of course leaflets and publicity materials.
- To manage student behaviour in line with published policy and procedure, in classrooms and generally across the College.

- To develop learners' employability skills and identify work-related and other progression opportunities for learners.
- To promote equality and diversity in the delivery and practice of the Curriculum Area.
- To act as an internal verifier, as appropriate.

#### **Other**

- To provide assistance and cover for colleagues as necessary, taking on additional projects as required.

#### **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).

	<b>Criteria</b>	<b>Essential/Desirable</b>
<b>Qualifications (Educational and Vocational)</b>	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
	Evidence of continuous professional development	E
<b>Previous experience/job knowledge</b>	Teaching experience in Public Services	E E
	Understanding or experience of promoting and embedding widening participation, inclusive learning and equal opportunities	D
	Experience of contributing to a curriculum area to ensure high quality outcomes as measured by recruitment, retention, achievement and progression	
<b>Skills (Competencies and Aptitudes)</b>	Computer literacy and IT skills	E
	The ability to develop positive working relationships with individuals at all levels	E
	Commitment to putting learners and learning at the forefront of all actions	E
	Ability to deliver a good or outstanding learning session	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
	Ability to work collaboratively and supportively as part of a team	E
	Ability to work both under direction	

	and on personal initiative	E
<b>Other factors/ additional requirements</b>	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
	Flexible approach to hours and duties	E