# Job Description

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| **Post Title:**  **Department:** | Uniformed Public Services Lecturer  Business, Public Services, Sport and Travel |
| **Reports to:** | Curriculum Manager, Business, Public Services Sport & Academies & Travel |
| **Overall job purpose:** | To demonstrate a high quality professional practice within our quality assurance processes in relation to all duties associated with the post, providing high quality teaching and learning at a variety of levels. Contribute to the maintenance and development of the outstanding provision in all its forms for Learners. |

## Grantham College Mission & Vision

To deliver inspirational vocational, technical, professional and higher education and training that empowers people, businesses and the community to achieve their goals.

We will be an accessible, essential, relevant and trusted partner that delivers improved skills and a love of lifelong learning to:

* Better progression opportunities and careers for our students
* Increase productivity and profitability for employers and
* A thriving local economy and community

## Main Duties & Responsibilities

1. To undertake teaching to a high standard up to Level 3 on programmes as required in accordance with staff utilisation principles.
2. To be an effective member of the team and work closely with colleagues from other areas.
3. To provide general guidance to students including tutorial work, transition planning and liaising with external and partner agencies as required.
4. To carry out administrative duties associated with teaching, including: maintenance of registers, schemes of work, reports, and course records to a high standard and within set deadlines.
5. To assist in the recruitment of students, including interviewing, enrolment, open evening and other promotional events.
6. To assist in the development of the curriculum.
7. To assist with activities related to the programmes of study (e.g. residential, work experience/placements and cross-college work) as may be required.

## Other Duties

1. Undertake additional duties as required including that of course leader if required.
2. To take part in approved staff development as part of the College’s Staff Development Programme. It is mandatory for employees to complete ‘Safeguarding Young People & Vulnerable Adults’ training after which you will receive a ‘license’ which is renewable currently every 2 years.
3. Ensure that the College Health and Safety procedures are adhered to and safe working practices are observed by yourself and others (including students) for whom you are responsible.
4. You may be required to act as mentor and/or appraiser in the College schemes.
5. You may be required to become qualified as a College First Aider. If so, appropriate committee training and release from normal duties will be given.
6. You may be required to undertake mini bus training.  
     
   **Person Specification**

Post Title: Uniformed Public Services Lecturer

Job post number: PSL/09.2022

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| **Requirements** | **Essential**  **or**  **Desirable** | **Evidence by:**  **App Form (A)**  **Interview (I)** |
| **Knowledge**   * Relevant teaching/training/assessor qualifications, or willing to work towards * Understanding of Btec units including Criminology, Crime and its effects, Major Incidents, Command and Control and Healthy living and lifestyles. * Degree or equivalent qualification ideally in a subject linked to the Public Services Area * Vocational qualification/experience * Teaching qualification | D  E   D  E  D | A/I  A/I   A  A  A |
| **Skills/abilities – interpersonal**   * Ability to analyse information and situations and recommend ways forward * Excellent listening and questioning skills * Ability to prioritise and manage time * Knowledge of assessment processes * Ability to articulate clearly and objectively via the spoken and written work * Ability to work independently | E  E  E  E  D  E | A/I/Q  A/I  A/I  A/I  A/I/Q  A/I |
| **Skills/abilities - other**   * Perform effectively as a team player * Ability to perform under pressure * Ability to be flexible in working arrangements | E  E  E | I  I  I |
| **Experience**   * Experience of teaching on Level 1, Level 2 and Level 3 Public Services * Experience of BTEC programmes and marking requirements * Experience of learning provision and of the complexity and dynamics of delivery * Experience of working in the Public Services sector | D  D  D  E | A/I  A/I  A/I |
| **Work related circumstances**   * Commitment to the promotion of Equality and Diversity * Commitment to the promotion of safeguarding issues * Commitment to College mission and vision * Commitment to development of self and others | E  E  E  E | I  I  I  I |

**Essential attributes:** Those without which a candidate would simply be unable to do the job. Any candidate unable to meet these requirements would normally be rejected at the short-listing stage.

**Desirable attributes:** Those which would be useful for the post-holder to possess

Date Prepared: 07/09/2022