

## Lecturer in Early Years and Education

### Job Description

<b>Faculty / Department:</b>	Services to People/ Childcare		
<b>Responsible to:</b>	Head of Learning		
<b>Responsible for:</b>	N/A		
<b>Grade:</b>	Salary range: £26,661 - £34,653 per annum (Per annum pro rata for PT post) SCP 26 – 38 Grade 3B – 4A		<b>Hours:</b> Proportional variable hours, 0 – 15 teaching hours per week, 32 – 42.2 weeks a year

#### Role Summary:

To work within the Childcare and Education Department, and to provide high quality provision to learners. Teaching will include working on a range of qualifications, including Levels 1-3 in Early Years and Levels 2 and 3 STLS.

#### Main Duties and Responsibilities:

##### Work Processes and results

- To coordinate, design, deliver and develop a programme(s) of study up to Level 5 for groups of learners.
- To work with the Head of Learning and other Lecturers in developing best practice in learning, teaching and assessment, ensuring standardisation, consistency and continuity.
- To assess learners' capability, progress, development and attainment according to established guidelines, and provide a positive learning experience.
- To create and develop high quality full time programmes.
- To design, develop, monitor and share resources for learner use.

- To act as personal tutor to a group(s) of learners supporting their Individual Learning Plans and co-ordinate tutorial support liaising with subject tutors and wider College provision.
- To participate in parents' evenings, open events, enrolment and interviewing applicants.
- To keep up to date with curriculum initiatives, development of standards and general developmental and professional issues relating to the delivery of learning. Including proactive engagement with the College's CPD programme.
- To contribute to the internal and external quality assurance procedures in line with Awarding Body and College requirements.
- To implement quality procedures, contributing to thorough, evaluative programme reviews which feed into the self-assessment process.
- To complete documentation, appropriate records of learner performance and attendance and administration associated with the role and responsibilities.
- To attend and contribute to relevant meetings within the School and the College.
- To maintain appropriate standards of learner behaviour and attendance in accordance with College policies.
- To implement the College's Mathematics and English code.
- To undertake any other duties as may reasonably be required commensurate with the post.

### **Team Work**

- To work closely with the other Departments, as well as with partner agencies.

### **Communication / Documentation**

- Communicate effectively across a wide range of audiences.

### **Personal Development / Performance**

- Demonstrate a commitment to continuing Personal/Professional Development.
- Ability to observe and define priorities and timetables in the achievement of strategic and operational objectives.
- Adhere to the College's environmental and sustainability procedures and seek to promote environmental sustainability within own area of responsibility.

### **College Values**

- To demonstrate and uphold the College's values, or Trust, Resilience, Authenticity & Ambition, Innovation & Collaboration, and Nurture (TRAIN).
- To promote and embed these values in all elements of work and in interactions with colleagues, learners, visitors and others.
- To participate in making the College and inclusive environment in which to learn and work.

### **Safeguarding of Children and Vulnerable Adults**

- To comply with the College's Safeguarding policy and practices, and work in accordance with the Keeping Children Safe in Education Statutory Guidance for Schools and Colleges. To attend relevant and associated training, as required.

### **Equality, Diversity, Health and Safety and Strategy**

- A strong commitment to the principles and practice of equality and diversity
- Take reasonable care of the Health and Safety of yourself and that of any other person who may be affected by your acts or omissions at work.
- Ensure as far as is necessary, that Statutory Requirements, Codes of Practice, Policies and Procedures, and Health and Safety arrangements are complied with.

### **General Data Protection Regulation and Data Protection Act 2018**

- To understand, be aware of, and ensure full compliance with the General Data Protection Regulation, and Data Protection Act 2018, during and after employment with the College, and to comply with the College's Policy for such.

*This is not intended as an exhaustive list of duties or a restrictive definition of the post but rather, should be read as a guide to the main priorities and typical areas of activity of the postholder.*

*These activities are subject to amendment over time as priorities and requirements evolve and as such it may be amended at any time by the line manager following discussion with the postholder.*

*This Job Description and Person Specification is accurate as at (June, 2020). In consultation with the postholder, the College reserves the right to update, amend or vary its content, to reflect changes to, or modernisation of, the role.*

Measured by:	
A	Application
I	Interview
T	Test
P	Presentation
R	References
Po	Portfolio

## PERSON SPECIFICATION

### Lecturer in Early Years and Education

Criteria Headings	Essential	Evidenced by	Desirable	Evidenced by
<b>Qualifications/ Education/ Training</b>	<ul style="list-style-type: none"> <li>• Qualified teacher e.g. Cert Ed, PGCE or DTLLS or CET, or a firm commitment to obtain the required teaching qualification</li> <li>• Level 3 qualification within relevant vocational sector – childcare/ early years</li> <li>• Degree in a relevant subject, or equivalent qualification</li> <li>• Level 2 qualification (GCSE A* - C or equivalent) in Maths and English or a willingness to attain these qualifications with the support of the College</li> </ul>	<p>A, I</p> <p>A</p> <p>A</p> <p>A, I</p>	<ul style="list-style-type: none"> <li>• Assessor/verifier qualifications</li> <li>• First aid at work certificate (renewable every 3yrs) or willingness to attain this required qualification</li> </ul>	<p>A</p> <p>A, I</p>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Recent and relevant experience of delivering learning to 16-18 year olds in an educational setting</li> <li>• Recent and relevant vocational experience within childcare/ early years</li> <li>• Recent experience of delivering childcare/ Early Years</li> </ul>	<p>A, I</p> <p>A, I</p> <p>A, I</p>		

	<ul style="list-style-type: none"> <li>programmes</li> <li>Evidence of delivering high quality and effective learning</li> <li>Evidence of providing learning to groups and individuals</li> <li>Evidence of ability to apply effective approaches to teaching to more than one level and target audience</li> </ul>	<p>A, I, P</p> <p>I</p> <p>I, P</p>		
<b>Skills/ Aptitudes/ Competences/</b>	<ul style="list-style-type: none"> <li>Demonstrate extensive range of knowledge, understanding and application of curriculum development, innovation and delivery strategies in the post-16 sector</li> <li>Sound knowledge of developments within Childcare/ Early Years</li> <li>Excellent communication and interpersonal skills</li> <li>Demonstrate suitability to work with children and vulnerable adults including knowledge/understanding of safeguarding and Prevent</li> <li>Knowledge of current relevant initiatives within FE, resource management and the vocational area of responsibility</li> <li>An understanding of safeguarding and its importance within the college</li> <li>Ability to plan and prioritise</li> <li>Effective time management skills</li> </ul>	<p>A, I, P</p> <p>A, I</p> <p>I</p> <p>A, I, P</p> <p>I, P</p> <p>I</p> <p>I, P</p> <p>I</p>		

	<ul style="list-style-type: none"> <li>• Excellent administrative and organisational skills</li> <li>• Able to work flexibly as part of a team</li> <li>• Evidence of understanding of differences between assessment and evaluation</li> </ul>	 I  I  I		
<b>Other</b>	<ul style="list-style-type: none"> <li>• Demonstrate a positive approach to equality and diversity and customer service</li> <li>• Demonstrate an ability to take responsibility for own and others' Health and Safety at work</li> <li>• Demonstrate a commitment to safeguarding and promoting student welfare</li> <li>• Flexible and professional approach</li> <li>• Ability to work as part of a team to achieve common objectives</li> </ul>	 I,P  I  I  A, I  A,I  A,I		

## **TERMS & CONDITIONS FOR ACADEMIC STAFF**

### **Conditions of Appointment**

All appointments are offered subject to a period of probationary service up to twelve months, during which time performance will be assessed. In addition, all appointments are subject to:

- *medical review*
- *verification of relevant qualifications*
- *receipt of references considered suitable by the College*
- *a satisfactory enhanced Disclosure check*

### **Pension Arrangements**

All Academic Staff have the opportunity to participate in the Teachers' Pension Scheme which provides comprehensive retirement benefits. It is often possible to transfer benefits from a previous company or private pension plan into the scheme.

### **Working Hours**

The standard full time working week for all staff is 37 hours.

### **Maternity, Paternity & Adoption**

The College operates a Maternity, Paternity and Adoptions schemes which provide for benefits over and above the normal statutory benefits.

### **Sick Pay**

The College has a scheme of sickness benefits which are over and above the statutory sickness entitlements.

### **Training and Development**

Stoke on Trent College was one of the first Colleges in the country to achieve the Investors in People Award. We remain committed to the professional and personal development of all our employees. Individual Training and Development plans are formulated via the staff performance review system.

### **Holidays**

Full time Academic Staff are entitled to 39 days of annual leave per year as well as 5 days additional leave to be taken on days directed by the Corporation (e.g., between Christmas and New Year). All staff are entitled to the 8 public bank holidays in each year. There are a number of directed leave days each academic year and these are set out in the College Calendar. Typically these directed leave days will be during Christmas, Easter and in the summer period where the College will close its sites in the interest of efficiency.

### **Staff Parking**

Free and generous parking space is available on-site subject to availability at peak times.

### **Trade Union Representation**

The College acknowledges and accepts the importance of consultation and partnership with employee representatives. Accordingly, it recognises UCU for all employee consultation issues affecting Academic Staff.

### **Salary Payments**

Salary is paid by direct credit transfer to your bank or building society account in 12 equal parts. Payment is made on the 27th day of each month or the next working day thereafter.

### **Salary Progression**

Salary progression will be in accordance with the criteria approved by the Corporation.

### **Notice Periods**

The amount of notice you are required to give and entitled to receive is 3 months. In the event of redundancy, the notice period that Academic staff are entitled to receive is 4 months. Fixed term appointments may be offered with a notice period of one week or one month, depending upon the length of the fixed term. The notice period applicable during a probationary period is 1 month.

**Location of Work**

Your principal place of work will be at the site given in the job description of the post. However, you may be required to work on either temporary or indefinite basis, at any premises at which the Corporation may from time to time provide services.

**Equality of Opportunity**

Stoke on Trent College is committed to the principle of equal opportunity. We will ensure that no employee, applicant for employment or student receives less favourable treatment on any grounds, which cannot be seen to be justified in relation to employment, education and training.