



## Lecturer in Health and Social Care

### Job Description

|                              |                                                                                 |                                                     |
|------------------------------|---------------------------------------------------------------------------------|-----------------------------------------------------|
| <b>Faculty / Department:</b> | Services to People/ Health and Social Care                                      |                                                     |
| <b>Responsible to:</b>       | Head of Learning                                                                |                                                     |
| <b>Responsible for:</b>      | N/A                                                                             |                                                     |
| <b>Grade:</b>                | Salary Range: £26,661 - £34,653 per annum pro rata, Grade 3B – 4A (SCP 26 – 38) | <b>Hours:</b> 37 hours per week, full-time, 1.0 FTE |

#### Role Summary:

To work as part of the Health and Social Care team, providing well planned sessions which support the development and progression of learners. To support the team with the responsibility of progression of learners within the department in a range of qualifications, including level one to three in health and social care.

#### Main Duties and Responsibilities:

##### Work Processes and results

- To coordinate, design, deliver and develop a programme(s) of study up to Level 3 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 and continuity.
- To assess learners according to established guidelines, and provide a positive learning experience.
- To develop 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 parent 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 work flexibly as directed by the line manager.
- 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 (July 2021). 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 Health and Social Care

| 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>Degree level qualification in a health field, such as nursing/ paramedic science/ midwifery etc</li> <li>A minimum of 4 GCSEs (A* - C, 9 – 4) or equivalent, including Maths and English</li> </ul>              | <p>A</p> <p>A</p> <p>A</p> <p>A</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> <li>Level 3 qualification within relevant vocational sector – Health and Social Care</li> </ul> | <p>A</p> <p>A</p> <p>A</p> |
| <b>Experience</b>                          | <ul style="list-style-type: none"> <li>Recent and relevant vocational experience within the health care sector.</li> <li>Evidence of delivering high quality and effective learning</li> <li>Evidence of providing learning to groups and individuals</li> <li>Evidence that you are able to apply effective approaches to teaching to more than one level and target audience</li> </ul> | <p>A, I</p> <p>A, I</p> <p>I</p> <p>I,P</p> | <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 experience of delivering Health and Social Care programmes</li> </ul>                                                                 | <p>A</p> <p>A</p>          |

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| <b>Skills/<br/>Aptitudes/<br/>Competences/</b> | <ul style="list-style-type: none"> <li>• Sound knowledge of developments within Health and Social Care</li> <li>• An excellent understanding of the human body systems.</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> <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> | <p>A, I</p> <p>A, I</p> <p>A, I, P</p> <p>I</p> <p>I, P</p> <p>I</p> <p>I, P</p> <p>I, P</p> <p>I, P</p> <p>I</p> <p>I</p> | <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> </ul> | <p>A, I, P</p> |
| <b>Other</b>                                   | <ul style="list-style-type: none"> <li>• Demonstrable understanding of the College's values, and ability to demonstrate practical implementation throughout work duties.</li> <li>• Demonstrate a positive approach to</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | <p>I</p> <p>I, P</p>                                                                                                       |                                                                                                                                                                                                                 |                |

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|  | <p>equality and diversity and customer service</p> <ul style="list-style-type: none"><li>• Demonstrate an ability to take responsibility you're your own and others</li><li>• 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><li>• Demonstrate that you take responsibility and ownership, e.g. meeting deadlines, sharing practice, following organisational policy and procedures</li></ul> | <br><br> <br><br> <br><br> <br><br> |  |  |
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