

Organisation:	University Centre Leeds
Primary Organisation Supported <i>(only use this field for LEG service member of staff)</i>	N/A
Core Job Role:	HE Lecturer
Job Title:	HE Lecturer - Sport
Reports to:	Programme Manager
Grade	SO1
Date of compilation:	June 2023

CORE RESPONSIBILITIES:

1. Plan, prepare and develop schemes of work, session plans, teaching and learning resources, learning and assessment plans.
2. Deliver essential knowledge to learners and employ effective assessment activities.
3. Deliver inspiring sessions across the curriculum using a wide range of teaching methods.
4. Develop and strengthen relationships with learners and provide support to ensure successful outcomes.
5. Assess student work, provide constructive and timely feedback to motivate and inspire the learner to improve and record learners' progress.
6. Motivate and inspire students to achieve targets and develop their skills to enable progression.
7. Develop effective teaching and learning resources including the development of on-line learning resources.
8. Adapt curriculum delivery methods to maximise their effectiveness, including through the use of technology
9. Consider and employ the most effective delivery methods, including blended learning and technology enhanced learning

10. Engage in the University's examination process.
11. Be responsible for recording student attendance and progress reviews
12. Work effectively with student support and line manager to ensure high levels of retention, achievement, success and attendance.
13. Reflect on what works best in teaching and learning to meet the diverse needs of students
14. Carry out internal moderation duties in line with quality assurance processes
15. Maintain records and actively engage in quality and professional standards.
16. Undertake review processes to develop and improve identified modules and degree(s).
17. Maintain and update knowledge of educational research to develop evidence- based practice

DEPARTMENTAL RESPONSIBILITIES:

1. Facilitate BUCS registration, training and fixtures.
2. Sustain positive relationships with business organisations and suppliers
3. Contribute to the marketing of courses, induction and enrolment processes.
4. Ensure that effective Induction programmes are delivered for learners.
5. Participate in student recruitment activities, including interviews and open evenings.
6. Work flexibly to deliver our blended offer at the UCLeeds Campus and with our off-site partners
7. Maintain and update professional development in Physical Education and Sports Coaching

GENERAL LUMINATE EDUCATION GROUP RESPONSIBILITIES FOR ALL STAFF:

- Maintain and update knowledge of the subject/professional area and co-operate in any staff development activities required to effectively carry out the duties of the post.
- Comply with safeguarding procedures, including the promotion of the welfare of children and vulnerable adults.
- Comply with all relevant policies and procedures.
- Act with honesty and integrity to maintain high standards of ethics and professional standards.
- Use and promote restorative practice approaches.
- Comply with all legislative and regulatory requirements.
- Promote a positive image of the Luminate Education Group and member organisations.

- Any other duties commensurate with the level of the post, which may be required from time to time.
- Embody our Organisational Culture:

Few rules & clear boundaries

The ability to be creative, within areas of focus.

Energy & enjoyment

Fostering an environment that enables our people and learners to be brave, interact and have fun.

Passion & ambition

Encouraging all to think aspirationally, inspiring others to do the same.

Ownership & performance

Using our robust business planning model to allow areas to have clear ownership over their vision and remit.

Creative & reflective

Always hungry to learn and looking ahead to see what is on the horizon.

Collaborative & responsive

Proactively seeking opportunities to create synergies and positive outcomes for all.

Person Specification

Job Title:	HE Lecturer
Department	University Centre

The specific qualifications, experience, skills and values that are required for the role are outlined below. You should demonstrate your ability to meet these requirements by providing clear and concise examples on the application form. Each criteria is marked with whether it an essential or desirable requirement and at which point in the recruitment process it will be assessed.

Methods of Assessment:

A = Application Form, I = Interview, T = Test or Assessment, P = Presentation,
C= Certificate, MT = Micro Teach

Qualifications and Attainments		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	Q1. Holds a L5 Teaching Qualification (e.g. Cert Ed, PGCE)	A / C
E	Q2. Relevant degree in Physical Education or sport discipline.	A / C
E	Q3. English and Maths at Level 2 or above	A / C
E	Q4. Relevant up to date subject knowledge and recent delivery in the Further Education sector or a Secondary school.	A / C / I
D	Q5. Qualification in Dance or Gymnastics or Adventurous activities or willingness to work towards within 6 months.	A / C
D	Q6. Holds Master's Degree or willingness to work towards within 2 years	A / C
Experience and Knowledge		

Essential (E) Desirable (D)	Criteria	Method of assessment
E	EK1. Recent teaching delivery of Physical Education in an educational setting which demonstrates active learning and differentiated teaching styles.	A / I / P
E	EK2. Experience of positively managing student behaviour, progression and completion in an educational setting	A / I
E	EK3. Experience of creative and progressive learning materials for groups of learners	A / I /
E	EK4. Utilised a range of methods to assess students' performance	A / I / P
D	EK5. Experience of leading dance or gymnastics to school age pupils	A / I
D	EK6. Experience of undertaking internal verification or moderation activities	A / I

Skills and Competencies		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	SC1. Ability to plan and deliver quality teaching across of Physical Education or Sport related discipline	A / I / P
E	SC2. Ability to inspire and motivate learners to achieve their optimum	A / I /
E	SC3. Exceptional verbal /written communication and interpersonal skills	I /
E	SC4. Ability to be adaptable and flexible towards the requirements of different learner needs	A / I /
E	SC5. IT literate including knowledge of word processing, spreadsheets and databases i.e. Microsoft Word, Access and Excel and Google platforms	A / I

D	SC6. Ability to provide productive insight into the review process and development of courses	A / I
D	SC7. Ability to plan and deliver high quality dance and gymnastics routines	A / I
Behavioural, Values and Ethos		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	B1. Support and promotion of equality, diversity and inclusion	A/I
E	B2. Promotion of a safe environment for children, young people and vulnerable adults to learn in	I
E	B3. Commitment to the PREVENT agenda	I
E	B4. Commitment to professional standards	I
E	B5. Commitment to restorative practice approaches	I