

## Job Description

<b>Job Title:</b>	Sixth Form Lecturer
<b>Location:</b>	Leeds Sixth Form
<b>Salary:</b>	Salary scale 25-32 plus £1000 where A-level Subject Lead responsibilities are formally undertaken
<b>Reports to:</b>	Programme Manager
<b>Staff responsibilities:</b>	Staff at spine point 29 and above may be required to line manage staff.
<b>Working hours:</b>	37 Hours per week
<b>Probation period:</b>	10 months
<b>Special conditions of the post:</b>	Teaching staff are not expected to take leave during the standard Sixth Form Calendar Year.
<b>Safeguarding:</b>	All posts are subject to an enhanced Disclosure and Barring Service check.
<b>Date of compilation:</b>	

### CORE RESPONSIBILITIES:

1. *Responsible for delivering A Level courses.*
2. *Responsible for retention, achievement, value added and attendance rates for identified cohorts.*
3. *Responsible for developing new units, modules and courses in line with government policy, awarding organisation developments and student demand as well as local community, economic and employer requirements.*
4. Deliver and assess essential knowledge and understanding to learners.

5. Be responsible for recording student progress.
6. Motivate and inspire students to achieve targets and develop their skills to enable progression.
7. Reflect on what works best in teaching and learning to meet the diverse needs of students.
8. Adapt curriculum delivery methods to maximise their effectiveness, including through the use of technology.
9. Plan, prepare and develop effective schemes of work, lesson plans, teaching and learning resources including the development of on-line learning resources for identified modules.
10. Deliver inspiring sessions across the curriculum using a wide range of teaching methods for identified modules.
11. Develop and employ effective assessment activities for identified modules.
12. Assess student work, provide constructive and timely feedback to motivate and inspire the learner to improve and record learners' progress for identified modules.
13. Create SMART targets, record and monitor progress against them. Implement positive interventions where needed, for students undertaking identified modules.
14. Apply theoretical understanding of effective practice in teaching, learning and assessment drawing on research and other evidence.
15. Consider and employ the most effective delivery methods, including blended learning and technology enhanced learning.
16. Carry out internal verification duties in line with quality assurance processes.
17. Undertake review processes to develop and improve identified course(s).
18. Implement evidence-based strategies to ensure high levels of retention, achievement, success and attendance for identified cohorts.
19. Develop and strengthen relationships with learners and provide support to ensure successful outcomes.
20. Contribute to the marketing of courses, learner IAG and enrolment processes.
21. Participate in student recruitment activities including, interviews and open evenings.
22. Maintain and actively engage in quality and professional standards.

23. Participate, as appropriate, in the College's examination process.

24. Ensure that effective Induction programmes are delivered for learners.

### **DEPARTMENTAL RESPONSIBILITIES:**

#### Sixth form

Take responsibility for a cohort or group of students

Contribute to student enrichment activities

Participate in taster days and booster days

Follow standardised year for Leeds Sixth Form

#### A level subject Lead

Responsible for co-ordinating a subject where there are more than 1FTE Teachers/Course Leaders and the average group size is above 20.

### **COLLEGE RESPONSIBILITIES:**

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 and to participate in review and development schemes.

Comply with college safeguarding procedures, including the promotion of the welfare of children and vulnerable adults studying at the college and commitment to the college child protection policy.

Comply with all college policies and procedures.

Reflect on and maintain knowledge of educational/professional research to develop evidence-based practice.

Act with honesty and integrity to maintain high standards of ethics and professional standards.

Manage and promote restorative practice approaches and the strengthening of relationships.

Comply with all legislative and regulatory requirements.

Promote a positive image of the college.

Embody the college values: Collaborative; Inspiring; Passionate; Aspirational; Celebrate Individuality; Respectful

Any other duties commensurate with the level of the post, which may be required from time to time.

<b>Job Description</b>	
<b>Compiled By:</b>	Leeds City College
<b>Compilation Date:</b>	2019



## Person Specification

<b>Job Title:</b>	<b>Sixth Form Lecturer</b>
<b>Department</b>	<b>Sixth Form</b>

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

<b>Qualifications and Attainments</b>		
<b>Essential (E) Desirable (D)</b>	<b>Criteria</b>	<b>Method of assessment</b>
E	Q1. Holds a L5 Teaching Qualification (e.g. Cert Ed, PGCE)	A / C
E	Q2. Relevant highest level vocational qualification or degree in teaching subject	A / C
E	Q3. English and Maths at Level 2 or above and a willingness to improve in one or both disciplines to level 3 or above	A / I / C
E	Q4. Relevant up to date subject knowledge and recent delivery in the Further Education or school sector.	A / I / P

<b>Experience and Knowledge</b>		
<b>Essential (E) Desirable (D)</b>	<b>Criteria</b>	<b>Method of assessment</b>
E	EK1. Recent teaching delivery in relevant subject areas (PGCE teaching placements/experience would also qualify here) which demonstrates active learning and differentiated teaching styles.	A / I / MT
E	EK2. Experience of positively managing student progression, advice and guidance in a school or Further Education setting	A / I
E	EK3. Experience developing creative learning materials for groups of learners	A / I / MT
E	EK4. Substantial experience of undertaking internal verification and moderation activities	A / I
E	EK5. Proven commitment to continuous professional development	A / I
D	EK5. Experience of undertaking external moderation as an examiner	A / I

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

D	SC6. Ability to provide productive insight into the review process and development of identified courses	A / I
<b>Behavioural, Values and Ethos</b>		
<b>Essential (E) Desirable (D)</b>	<b>Criteria</b>	<b>Method of assessment</b>
E	B1. Commitment to the College's support and promotion of Equality and Diversity	I
E	B2. Committed to child protection and the promotion of a safe environment for children and young people to learn in	I
E	B3. Commitment and awareness to the Prevent agenda	I
E	B4. Commitment to professional standards	I
E	B5. Commitment to restorative practice approaches	I