**JOB SPECIFICATION**



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| **JOB TITLE** | **AREA OF WORK** |
| Lecturer in Greenspace HE | Greenspace |
| **SALARY** | **BENEFITS** |
| £19,241 - £31,379 per annum  relating to qualifications and experience  Teacher qualified staff commence at minimum £24,345 | Teachers’ Pension Scheme.  40 days annual leave to include up to 5 days to be taken between Christmas and New Year at direction of the Principal, plus Bank Holidays |
| **LINE MANAGER(S)** | **LINE MANAGER FOR** |
| Head of Area  Assistant Head of Area for Higher Education | n/a |
| 1. **GENERIC KEY TASKS AND RESPONSIBILITIES**   **Refer to Management Guidelines regarding the determination of the duties of lecturing staff** | |
| Predominantly, the role of a Lecturer is classroom delivery, providing inspirational teaching and learning and supporting excellence in assessment to ensure learners reach the highest standards with positive value added results.   1. **Manage learners to succeed so they achieve their full potential and provide positive value added results** 2. **To deliver high quality and effective teaching, learning and assessment** 3. **Quality Assurance (QA)** 4. **Provide Information, Advice and Guidance**   **5 Attend meetings as identified by Line Manager**  **6 Undertake continuing professional development (CPD) and support the delivery of CPD, as appropriate in order to meet College and learning area objectives**  **7 Meet College standards**  **8 Disseminate good practice**  **9 In line with the Professional Standards for Teaching and Training – England actively promote and role model the professional values and attributes**  **10 In line with the Professional Standards for Teaching and Training – England actively promote, role model and embed professional knowledge and understanding into your practice**  **11 In line with the Professional Standards for Teaching and Training – England actively promote and role model the development of professional skills** | |

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| 1. **DUTIES** |
| 1. **Manage learners to succeed so they achieve their full potential and provide positive value added results**  * Positively participate and engage in learner recruitment, admissions and enrolment. * Undertake course or programme management of courses and module/unit management as directed by Line Manager and meet expected standards identified internally or externally. * Participate in inspirational learner induction. * Undertake personal tutorials, embracing and completing all aspects of the eILP and providing learners with high expectations. * Manage FE / Apprenticeship and Skills (A&S) learners through the initial six weeks in College and confirm or redirect to appropriate qualifications providing high quality information, advice and guidance. * Meet with learners, parents/guardians/employers as directed by College protocols. * Address learner concerns promptly, signpost to other professionals, internally or externally, if appropriate and confirm actions have resulted in a positive outcome. * Monitor and support the improvement in Key Performance Indicators (KPI) and report concerns through appropriate channels. * Participate in and support the development of curriculum enhancement and development of learner employability skills as directed by line manager. |
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| 1. **Aspire to deliver high quality teaching, learning and assessment**  * Deliver inspirational teaching, learning and assessment to promote high levels of student satisfaction * Be a role model of best practice in teaching, learning and assessment and provide mentoring and support to your colleagues. * Produce detailed and highly effective schemes of work and lesson plans that motivate learners and ensure high success rates. * Participate in the observation of teaching and learning and embrace areas for improvement positively. * Develop a range of innovative assessment methods to meet the requirements of awarding bodies, expected standards and address learner needs. * Produce effective assessment strategies to reduce front or end loading for   Learners’, contribute to course team needs and provide for timely success.   * Produce assessment briefs to expected standards. * Provide timely and effective feedback to learners that contribute to learner development and success. * Mark written work to high standards and support colleagues in this process. * Track and record learner progress effectively and in a timely manner to support high levels of learner success and positive value added. * Contribute to standardisation activities relating to delivery and assessment. * Comply with quality assurance in relation to module/unit management. |
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| 1. **Quality Assurance (QA)**  * Comply with internal and external quality assurance requirements. * Undertake course and/or module management as directed by Line Manager and meet / exceed expected standards identified internally or externally. * Participate in course committee meetings, course team meetings, technical advisory meetings as required by the designated role. * Undertake internal verification activities complying with College IV policy and external QA requirements, as required. * Participate in internal verification standardisation events, as required. * Populate learner/course tracking sheets and present in accordance with role at A&S or FE performance boards or HE module boards. * Take responsibility for production of data plus population of course FE or WPL Self-Assessment Report (SAR) or HE course Report in line with team responsibility.   Invigilate examinations following awarding body regulations, as required. |
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| 1. **Provide Information, Advice and Guidance**  * Produce and update course fact sheets and course/module handbooks. * Interview learners and place on appropriate qualifications and offer a place. * Attend and participate in College promotional/recruitment events. * Support learners in decision making with regard to their future progression and identify learner destinations or progression and record on eILP. |
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| 1. **Attend meetings as identified by Line Manager**  * Contribute to learning area meetings. * Attend staff performance management meetings. * Attend College meetings, as directed by Line Manager. |
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| **6 Undertake continuing professional development (CPD) and support the delivery of CPD, as appropriate in order to meet College and learning area objectives**   * Attend internal or external CPD as directed by Line Manager, CPD or HR. * Undertake technical updating to ensure current industry standards are embedded in working practices. * Support the delivery of CPD, where appropriate.   **7 Meet College standards**   * To promote College sustainability policies and strategies by personal commitment and lead by example. * To take an active role in all team activities to ensure full compliance with agreed safety, quality and environmental standards and expectations. |
| You role model and promote the College values:   * **Learning -**Our delivery will be high quality and innovative with students at the heart of decision making. * **People -**We will enable staff and students to fulfil their potential whilst promoting resilience, leadership, accountability and teamwork. * **Sustainability -**We will provide a happy, healthy, safe, supportive and sustainable environment in which to live, work and study. * **FREDIE** - We will advance **FREDIE**:  Fairness, respect, equality, diversity, inclusion, engagement in all we do. |
| Promote College sustainability policies and strategies by personal commitment and leading by example and complying with all quality and environmental standards and expectations. This includes active involvement in carbon reduction, embedding of carbon reduction practices (lights off, heating down etc.) and being vigilant in relation to the College’s approach to Reduce, Reuse and Recycle ethos.  Actively participate in the Annual Review and Development process in line with individual needs and College strategic plan priorities. Agree objectives with the Line Manager and ensure they are achieved.  Be responsible for promoting and safeguarding the welfare of children, young people and vulnerable adults at all times in line with the College’s own Safeguarding Policy and practices.  Be thoroughly aware of College Health and Safety policies and procedures, attend mandatory health and safety training appropriate to the role and ensure the full implementation of College policies, procedures across all areas of responsibility. Ensure that employees within line management are also compliant with the policies, procedures and training requirements including reporting and recording all accidents and near misses.  Ensure full adherence to and implementation of the Data Protection Act 1998, the General Data Protection Regulations 25 May 2018 and the College Data Protection Policy and Procedure and ensure that employees within their responsibility.  Any other duties that may reasonably be required by Line Management and the Chief Executive & Principal. |
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| **8** **Disseminate good practice**   * Provide opportunities for less qualified/experienced staff to observe activities to support their development. * Provide support and stimulation during CPD activities across curriculum. * Lead by example the use of ILT and innovative teaching and learning assessment resources. |
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| **9** **In line with the Professional Standards for Teaching and Training – England actively promote and role model the professional values and attributes**   * + Reﬂect on what works best in your teaching and learning to meet the diverse needs of learners   + Evaluate and challenge your practice, values and beliefs   + Inspire, motivate and raise aspirations of learners through your enthusiasm and knowledge   + Be creative and innovative in selecting and adapting strategies to help learners to learn   + Value and promote social and cultural diversity, equality of opportunity and inclusion   + Build positive and collaborative relationships with colleagues and learners |
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| **10** **In line with the Professional Standards for Teaching and Training – England actively promote, role model and embed professional knowledge and understanding into your practice**   * Maintain and update knowledge of your subject and/or vocational area * Maintain and update your knowledge of educational research to develop evidence-based practice * Apply theoretical understanding of effective practice in teaching, learning and assessment drawing on research and other evidence * Evaluate your practice with others and assess its impact on learning * Manage and promote positive learner behaviour * Understand the teaching and professional role and your responsibilities |
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| **11** **In line with the Professional Standards for Teaching and Training – England actively promote and role model the development of professional skills**   * Motivate and inspire learners to promote achievement and develop their skills to enable progression * Plan and deliver effective learning programmes for diverse groups or individuals in a safe and inclusive environment * Promote the beneﬁts of technology and support learners in its use * Address the mathematics and English needs of learners and work creatively to overcome individual barriers to learning * Enable learners to share responsibility for their own learning and assessment, setting goals that stretch and challenge * Apply appropriate and fair methods of assessment and provide constructive and timely feedback to support progression and achievement * Maintain and update your teaching and training expertise and vocational skills through collaboration with employers * Contribute to organisational development and quality improvement through collaboration with others |
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| **(B) KEY TASKS AND RESPONSBILITIES** **SPECIFIC TO LEARNING AREA AND / OR CURRICULUM LEVEL** |
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| * Participate in research and scholarly activities, as required by your line manager. * Proactively enhance the academic reputation for your area role modelling and sharing best practice at all times both internally and externally. * Proactively enhance the industry links for your area by positively promoting the area and College at internal and external events, building strong links with employers through visits, exchanges, employer forums etc. and using this to enhance staff CPD and the student experience, as required. |
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| **(B) DUTIES** |
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| * Contribute to research as directed by your Line Manager. * Present research outcomes, if appropriate to designated role. * Undertake scholarly activity to meet the needs of the learner and the organisation, as required. |

**Location of work**

You may be required to work at or from any building, location or premises of Myerscough College, and any other establishment where Myerscough College conducts its business.

**Variation to this Job Description**

This is a description of the job as it is at present, and is current at the date of issue.  The job description will be renewed and updated as necessary to ensure that appropriate revisions are incorporated, and that it relates to the job to be performed.  This process is conducted jointly with your Line Manager.  You are expected to participate fully in the review and, following discussion, to update your job description as is considered necessary or desirable.  It is our aim to reach agreement on reasonable changes.  However, if such agreement is not forthcoming, Management reserves the right to insist on changes after consultation with you.

**EMPLOYEE SPECIFICATION**

(A) Assessed via Application form

(I) Assessed via Interview

(MT) Assessed via a 20 minute student centred mini teach

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| **ESSENTIAL CRITERIA:** | **DESIRABLE CRITERIA:** |
| ***Personal Attributes*** | |
| Presentable and professional appearance (I)  Ability to work as part of a team (A/I)  Ability to work to quality standards (A/I)  Good command of the English language (A/I)  Good attendance at work record (A/I)  Appropriate level of physical and mental fitness (PI) | ) |
| ***Attainments*** | |
| Level 6 /Degree qualification in a Greenspace related subject (Arboriculture OR horticulture OR landscape architecture) (A)  Industry experience(A/I)  GCSE English and Maths at Grade C/4 or above (or an equivalent standard) or Level 2 (A/I)  Teaching Qualification or willing to undertake (A | Teaching Experience (A) |
| ***Special Aptitudes*** | |
| Desire to demonstrate good practice and high standards within sector (A/I)  Excellent communication skills with the ability to motivate learners (A/I/P)  Teaching/training experience and knowledge of developments in teaching and learning (A/I)  Competent in ICT (A/I)  Adaptable and able to work flexibly, within a team or on own initiative (A/I)  Able to demonstrate the capability of being an inspirational role model for all stakeholders eg staff, students, parents / guardians (A/I/P) | Teaching/training experience and knowledge of developments in teaching and learning (A/I) |
| ***Interests*** | |
| A professional interest in the subject Industry. (A/I/P)  Evidence of high levels of continued professional development (A)  Empathy with education and a learner centred approach to teaching, learning and assessment (A/I/P) |  |
| ***Disposition*** | |
| Excellent interpersonal skills (I)  Excellent communication skills (I)  Approachable (I)  Person centred approach (I)  Positive and enthusiastic attitude (I) |  |
| ***General*** | |
| An understanding of “safeguarding” and its importance within the College \* (A/I)  An understanding of health and safety requirements of a working environment (A/I)  An understanding of Fairness, Respect, Equality, Diversity, Inclusion and Engagement (FREDIE) issues within an educational context (A/I) |  |
| ***Circumstances*** | |
| Willing to apply for Disclosure and Barring Service clearance at Enhanced level (A/I)  Ability and willingness to work flexibly (A/I)  Willing to complete external work placement visits (A/I)  Ability to work evenings/weekends, as required – careers/conventions/recruitment events (A/I)  External work placement visits (I)  Possess a current driving licence or willing to travel as required by other means (A/I) | Prepared to travel for College work.(A/I) |

\*Interviews will explore issues relating to safeguarding and promoting the welfare of children, including motivation to work with and ability to form and maintain appropriate relationships and personal boundaries with children and young people together with emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline.

**TERMS AND CONDITIONS**

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| **JOB TITLE** | **AREA OF WORK** |
| Lecturer in Greenspace HE | Greenspace |
| **SALARY** | HOURS OF WORK |
| £19,241 - £31,379 per annum  relating to qualifications and experience  Teacher qualified staff commence at minimum £24,345 | 37 hours per week.  Refer to Management Guidelines |
| ANNUAL LEAVE ENTITLEMENT | PENSION |
| 40 days annual leave to include up to 5 days to be taken between Christmas and New Year at direction of the Principal, plus Bank Holidays. | Teachers’ Pension Scheme  Up to £29,187.99 pa 7.4% Employee  £29,188 - £39,290.99 pa 8.6% Employee  £39,291 - £46,586.99 pa 9.6% Employee  £46,587 - £61,742.99 pa 10.2% Employee  £61,743 - £84,193.99 pa 11.3% Employee  £84,194 and above pa 11.7% Employee  23.68% Employer  You will automatically become a member of the TPS |
| PROBATIONARY PERIOD | DRESS CODE |
| A probationary period of nine months applies to new entrants to the College | All post holders are expected to be of a professional and presentable appearance  Refer to Staff Professional Code of Conduct |
| REFERENCES / MEDICAL CLEARANCE / DISCLOSURE | | |
| The appointment is subject to the receipt of satisfactory references, medical clearance and Disclosure & Barring Service check/ISA (if applicable)  Occupational Sick pay is not paid during the first four months of service and thereafter is subject to the College’s Sick Pay Scheme  Should your application be successful you will be sent further details via email from eSafeguarding. They are the Registered Umbrella Body we have chosen to complete the Disclosure and Barring Service (DBS) process on your behalf.  Please note that all new employees of the College will be required to pay for their DBS check via eSafeguarding at the time of application (at present £40.00 for an enhanced level check). | | |
| **CONTINUING PROFESSIONAL DEVELOPMENT** | | |
| In order to comply with College policy, all teachers/assessors are required to:   * complete a minimum number of hours of continuing professional development every year; * maintain a record of the CPD you have undertaken; * make that record available to the College.   Failure to comply with these requirements may lead to your dismissal.  Full details of the College’s policy in relation to Continuing Professional Development will be communicated to you. | | |
| **REQUIREMENT FOR TEACHING QUALIFICATIONS/ASSESSOR AWARDS** | | |
| In line with College policy, teachers/assessors employed at Myerscough are required to hold the relevant teaching qualification/assessor award/s.  The type of qualification required depends on a number of factors, including the date on which employment commenced and the type of post which is held.  The Corporation will review with the teacher/assessor, either prior to commencement of employment or shortly thereafter, the qualifications required for the post and will provide such assistance as it deems reasonable to enable employees, if required, to secure requisite qualifications.  In the event that the teacher/assessor fails to secure the requisite qualifications within the period specified by the College, the Corporation may have no alternative but to terminate employment and to this end the Corporation reserves the right notwithstanding any other provisions of this contract, to terminate employment by giving notice in accordance with the relevant clause/s in individual Contracts of Employment. | | |

**DBS UPDATE SERVICE**

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| The Disclosure and Barring Service (DBS) update service lets applicants keep their DBS certificates up to date online and allows employers to check a certificate online. | |
| BENEFITS TO YOU | **HOW TO REGISTER** |
| * Saves you time and money * One DBS certificate may be all you will ever need * Take your DBS certificate from role to role within the same workforce * You are in control of your DBS certificate * Get ahead of the rest and apply for jobs DBS pre checked | You can [register online](https://secure.crbonline.gov.uk/crsc/subscriber) as soon as you have your application reference number. You can ask for the number when you apply for your DBS check.  Or you can wait and [register](https://secure.crbonline.gov.uk/crsc/subscriber) with your certificate number when you receive your DBS certificate. **If so, you must do so within 30 days of the certificate being issued.**  To check the progress of your DBS certificate use the [DBS tracking service.](https://secure.crbonline.gov.uk/enquiry/enquirySearch.do)  **Registration lasts for 1 year and costs £13 per year (payable by debit or credit card only).**  You’ll get an ID number with your registration that you need to log on to the service. Make sure you write it down. |
| WHAT YOU GET | |
| When you join, you’ll get an online account that lets you:   * Take your certificate from one job to the next * Give employers permission to check your certificate online, and see who has checked it * Add or remove a certificate | |