

DN COLLEGES GROUP

Ambition	To achieve the highest standards
Support	A caring, safe and inclusive environment
Partnership	Collaborative working to achieve shared goals
Innovation	We use our initiative and are agile in finding creative solutions
Responsibility	We take individual and collective responsibility
Equality	We work with integrity and are open, honest and respectful of each other

Job Title: Lecturer (Access to HE, Science - Chemistry & Biology Specialism)

Salary: £32,488 - £41,122 (Grade 5)

Curriculum Area/Dept: Adult Skills - Access to HE

Responsible To: Curriculum Lead

Job Purpose: To deliver high-quality teaching across Access to HE and Level 2 programmes. The role focuses on planning and delivering engaging, inclusive lessons, assessing student work effectively, and monitoring progress to support achievement.

Key responsibilities include setting high aspirations through SMART targets, using diverse teaching methods - including digital tools - to enhance learning, and providing timely feedback and guidance. You will be responsible for tracking attendance and performance, offering tailored academic and pastoral support to help every student reach their potential.

Relationships:

- Responsible directly to the Curriculum Leader for Access to HE.

Internal Contacts:

- Director of Adult Skills
- Curriculum Leaders
- Quality Co-ordinator
- Student Support Services
- Safeguarding and Wellbeing Team
- Course Tutors/Lecturers

External Contacts:

- Awarding Organisations
- HEIs

Teaching Commitment:

You will be required to perform scheduled teaching duties for a reduced number of teaching hours, as detailed below, between 1st September and 31st August:

- Further Education: 850 (for full time member of staff)

These hours may be scheduled during any part of the year and will be determined by the Curriculum Leader.

Main Duties and Responsibilities:

1. Teaching and Student Success:

- To be a Programme Tutor for one or more programmes of study in Access to HE and Level 2 programmes.
- To undertake curriculum development, including the development of specific subject areas, preparation of learning materials and marking of student assignments, ensuring that learning and teaching goals are attained and achievement is appropriately recorded.
- To assure the quality of the student learning experience by effective delivery of formal scheduled teaching, blended learning and tutorials paying due regard to student progression towards successful completion.
- To plan and use a range of innovative and creative teaching and learning techniques, including appropriate use of new and emerging technologies, ensuring they are inclusive, promote equality and diversity, motivate students and encourage independence and autonomy.
- To actively monitor student absences and behaviour and take appropriate action as required.
- To contribute to the management of learning programmes including quality assurance and undertake all necessary planning, preparation, and assessment to ensure effective and teaching delivery, adhering to college policies and procedures, funding requirements and external body requirements.
- To use appropriate assessment methods and information to inform planning, provide student guidance, coaching, mentoring and maintain student records, ensuring that all students receive the support they require to meet their individual learning needs.
- To agree and set high aspirations through challenging personal targets for students through SMART targets to enable students to fulfil their potential.
- To provide appropriate pre and on-course guidance to support students through to successful completion and/or progression.

2. Recruitment:

- To support the recruitment and enrolment of students onto relevant programmes to meet enrolment targets.
- To be actively involved in the recruitment of students by undertaking promotional activities such as Open Days, Roadshows, Admissions and Information Events. This will involve flexible working (i.e. occasional evenings and weekend working).
- To contribute to the production of publicity materials for courses and other activities with which you are involved, including destinations and success stories.

3. **Quality Assurance and Improvement:**

- To undertake all necessary administrative tasks associated with learner registration, assessment, progress and achievement, attendance, targets, record keeping and reporting in a timely and appropriate manner adhering to college policies and procedures.
- To support the achievement of key performance indicators, by engaging in the analysis of attendance, retention and achievement data and target setting to raise standards.
- To be a member of relevant team(s), attend team meetings and contribute to quality assurance systems and procedures including course review ~~and evaluation~~ and self-assessment.
- To contribute to appropriate curriculum development initiatives, evaluation of courses, course materials and the departmental annual Self-Assessment Report (SAR).
- To proactively undertake all mandatory and job specific training as required and to take ownership of personal development within the role in identifying any personal training needs and to be prepared to develop additional skills and update these in accordance with legislation as required.
- To keep up to date with academic/vocational subjects and develop and develop/maintain links with industry.
- Contribute to a sensitive and supportive approach to safeguarding and equality and diversity.
- To maintain the professional image of the College in the duties you are undertaking by demonstrating excellent time keeping and customer service skills while undertaking such duties.
- To work in close co-operation with Curriculum Leaders, Directors, members of programme teams and other working groups.
- To participate in College's staff appraisal system and staff development plan.
- To work flexibly to meet the requirements of the post and the College.
- To undertake any such other appropriate duties in keeping with your role as deemed necessary by your Line Management to satisfy the needs of the business.

Professional Development

To update regularly in your specialist area(s) and to participate in staff development activities including sharing good practice as required and submitting timely CPD records. To actively participate in any scheme of regular performance review and appraisal adopted by the College Group.

Additional Duties

Work with managers and employees to support the developing high performing culture of the learning organisation and facilitate cultural change.

Commit and adhere to the organisational **Equality and Diversity, Health and Safety, Safeguarding** and other policies, processes, values and objectives.

Undertake other tasks, as directed, to meet the needs of the College that reasonably correspond to the general character of the post and are commensurate with its level of responsibility.

Note: The duties and responsibilities set out in this job description may be reviewed to meet changing circumstances. The post holder will be consulted in such circumstances.

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JOB TITLE: Lecturer (Access to HE, Science - Chemistry & Biology Specialism)			POST NO:		RESPONSIBLE TO		Curriculum Leader		
SCHOOL/SECTION/DEPARTMENT			Access to HE		GRADE: 5		RESPONSIBLE FOR		Students
SPECIFIC ATTRIBUTES		No	ESSENTIAL CRITERIA	HOW MEASURED	No	DESIRABLE CRITERIA	HOW MEASURED		
A	Education and Qualifications	1	Hold a relevant degree in Science Chemistry/Biology.	Certificate					
		2	Minimum Level 2 English and Maths or equivalent.	Application Form					
		3	Possess a relevant teaching qualification - or be willing to work towards.	Interview					
B	Work Experience	1	Have relevant subject expertise which will assist with the further enhancement of the quality of taught programmes within the Department.	Application Form	3	Experience of working in a FE/ HE/Access to HE environment. Experience of delivering CPD training in relevant contexts. Professional registration.	Interview	Application Form	
		2	Have relevant industry experience.	Interview	4 5				
C	Specific Skills, Aptitudes and Knowledge	1	Good understanding of current issues affecting academic standards.	Application Form	5	Experience of leading subject or working teams. Understanding of quality initiatives in education. Interest in e-learning methodologies. Membership of a professional body. Experience of working with Access to HE programmes of study.	Interview		
		2	Strong commitment to QA and Quality enhancement.	Interview	6				
		3	Excellent organisation, analytical and communication skills.	Assessment Exercises	7				
		4	Prepared to work flexibly including evening work.		8 9				

D	Personal Qualities	1	Cares and demonstrates a commitment to the success of learners within a safe and positive learning environment.	Interview References	7	Able to design and use different administration systems and procedures.	Interview
		2	Demonstrates a commitment to support a customer focused and student-centred learning experience.				
		3	Works collaboratively across boundaries in partnership with colleagues to enhance the learner experience.				
		4	Well-developed interpersonal skills and the ability to communicate effectively and appropriately with people from a wide range of backgrounds and a caring and professional manner.				
		5	Demonstrates a commitment to equality of opportunity and the ability to challenge behaviours which do not positively advance the diversity agenda.				
		6	Good team player but able to work unsupervised.				
		MANAGER COMPLETING PERSON SPECIFICATION:					

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Lecturer (Access to HE, Science - Chemistry & Biology Specialism)

SUMMARY OF TERMS AND CONDITIONS (INCLUDING REMUNERATION)

Perm/Temp	Permanent
Grade and Salary	Grade 5 (£32,488 - £41,122 per annum)
Hours	35.5 hours per week
Part Time	The college is prepared to consider applications for a fraction of the hours advertised. Most posts are suitable for job share, joint applications are welcome. However, applicants who want part-time work but have no job share partner are encouraged to apply as the College can usually make adjustments to accommodate different working arrangements
Flexible Working	Employees are expected to be flexible; hours of work can be subject to averaging. The College is open during the evening and at weekends to a limited extent. The nature of the College's business means that holidays can only to be taken at certain times. The specific details applicable to this post will be discussed at interview.
Qualifications	Lecturers who do not hold a Certificate in Education or equivalent qualification will be expected to achieve Certificate in Education within a timescale that will be agreed at the time of appointment. The College will fund the tuition fees associated to your teaching qualification.
Annual Holiday	35 days bookable days Plus 8 public holidays Two weeks at Christmas
Level of Disclosure for this post	Enhanced
Costs incurred as a result of employment	All reasonable costs incurred as a result of carrying out the responsibilities of the post (additional travel, subsistence etc.) are reimbursed provided that approval, was obtained in advance. Claims (supported by receipts) are submitted on a monthly basis (more often if appropriate) for processing.
Smoking	The College has designated smoking areas on site.
Uniform	Employees are expected to wear a uniform if one is provided.
Pension	The Corporation will pay employer contributions to the TPS
Health Scheme	Employees may join the Health Scheme.
Union	Employees may join a Trade Union. The Group recognises Unison/UCU/NEU.