

BORDERS COLLEGE

JOB DESCRIPTION

Job Title	Lecturer – Social Services 0.5 Temporary (Maternity Cover-17.5 hours per week)
------------------	---

Post Holder	
--------------------	--

Accountable To	Delivery Team Manager – Health & Social Care, Early Education, Sport and Supported Programmes
-----------------------	--

Responsible For	Providing learning, teaching and assessment in line with pre-agreed timetables
------------------------	---

Department	Health & Social Care, Early Education, Sport and Supported Programmes
-------------------	--

Overall Purpose of Job
To provide effective learning, teaching and assessment as agreed with the Assistant Principal and Curriculum and Learning Manager

Main Duties and Responsibilities
CORE KEY ACCOUNTABILITIES:
1 Formally structured teaching to agreed target detailed on the timetable using a range of appropriate learning and teaching methods.
2 To develop, review, maintain and update learning and teaching materials including lesson plans, handouts, presentations and formative assessment.
3 Effective assessment of learning and teaching, student tutorials/projects, etc.
4 To maintain accurate records relating to student attendance and achievement.
5 To carry out assessments in line with awarding body standards and provide formal feedback to students.
6 To comply with all College Policies and Procedures.
7 To provide curricular guidance and first line discipline to students as required.
8 To maintain professional teaching standards and vocational qualifications.
9 To attend agreed professional/staff development and to participate in the Individual Staff Review process.
10 To participate in Portfolio area and other College meetings as required.

BORDERS COLLEGE

JOB DESCRIPTION

You may also be required to:

- 1 Undertake duties as an Internal Verifier in line with College Policy and Procedures in an area of occupational competency.
- 2 To undertake the duties of a Course Tutor.
- 3 To support the work of the Portfolio Area in terms of recruitment, marketing and resourcing as required.

The above mentioned duties and responsibilities represent the current situation and may change over time to reflect the changing needs and requirement of the College.

Signed Date
(Staff Member)

Signed Date
(Line Manager)

PERSON SPECIFICATION

QUALIFICATIONS		Essential or Desirable
TQFE/PGCE		D
PDA Learning & Teaching		D
Subject area related qualification in Health & Social Care at SCQF Level 9 in a Health & Social Care related subject and meet the registration requirements of NMC OR SSSC.		E
Professional qualification related to Health & Social Care at SCQF Level 9 in a Health & Social Care related subject and meet the registration requirements of NMC OR SSSC.		E
KNOWLEDGE		Essential or Desirable
Subject area knowledge of the skills, values and behaviours required of the Health & Social Care workforce.		E
Experience of delivery to a range of individuals.		D
EXPERIENCE		Essential or Desirable
Experience in teaching Health & Social Care subjects to a range of learners.		D
Experience of working in the Health & Social Care sector in a range of different settings and to a range of service user groups		E
INTERPERSONAL SKILLS & ABILITIES		Essential or Desirable
Effective presentation skills.		E
Excellent communication skills – both individual and group.		E
Negotiating and influencing skills.		E
OTHER ABILITIES/QUALITIES		Essential or Desirable
Good time management & organisational skills.		E
Effective decision-making skills.		E
Excellent ICT skills.		E
Ability to work flexibly and effectively respond to changes.		E