

Job Description – Lecturer in Animal Studies

Reporting to Head of Business and Land



The key purposes of this role are to:

- Plan and deliver high quality teaching, learning and assessment on all the courses you teach.
- Ensure a high level of positive student outcomes on your courses
- Enhance the overall experience of students through your involvement in wider College life
- Ensure that an equitable share of team preparatory, marketing and administrative work is completed to a high standard

	This post is accountable for:
Planning and delivering high quality teaching, learning and assessment	Ensuring learning outcomes for lessons are planned with reference what we know about student needs and abilities in order to provide stretch and challenge for all
	Managing lessons to ensure that students are clear about expectations and make good progress
	The regular use of formative assessment to check learning
	Meeting College and team assessment/marking standards
	Providing clear guidance for LSWs supporting learning in your classes
	Identifying and reporting your training needs. Undertaking continuing professional development in order to respond successfully to the challenge of teaching new student groups.
	Taking some opportunities to develop literacy or numeracy and develop 'wider world' understanding (incl. E&D) across each course
	Ensuring high quality resources and (where relevant) vocational experiences are available to students.
Ensure a high level of positive student outcomes	Insisting on high ambitions for all students.
	Ensuring academic performance targets are met for your classes.
	Completing registers, tracking documentation, reviews and references to deadline
	Liaising effectively with Parents, Pastoral Managers ,Tutors, Student Journey team or Progression Tutors to address attendance and performance concerns
Enhance the overall experience of students	Actively contributing to developing the curriculum based on national best practice in order to establish and maintain a reputation for excellence.
	Actively supporting students to engage with and contribute to the life of the College & beyond
	Actively contributing to the wider life of the College.
	Ensuring compliance within your area to College Health and Safety, Safeguarding, Trips and E&D policies.

Ensure that an equitable share of team preparatory, marketing and administrative work is completed to a high standard	Taking responsibility for elements of provision, activities and care of particular resources where required. This includes taking responsibility for curriculum leadership within your teaching teams on an equitable and/or rotation basis.
	Administering courses or delegated projects in accordance with College, Awarding Body and Faculty policies ensuring agreed deadlines are met and record keeping is of a high standard. Taking an equitable share of IV or moderation responsibilities within your subject teams including lead role on rotation.
	Timely and accurate recording of student performance, behavioural, risk and skills information using College systems.
	Effectively promoting and marketing your courses in line with College and Faculty initiatives including liaison with outside agencies where appropriate.
	Undertaking an equitable share of course and Faculty administrative, developmental and routine work, ensuring that these tasks are carried out to a high standard.
	Taking responsibility for elements of provision including care of particular resources and activities where required.
	Playing an active and positive role in the development of the Faculty and its courses
	Analysing available data in order to inform line manager's, action planning and decision making.
	Actively participating in appropriate reviews, meetings, monitoring and evaluation within your Faculty and course teams.
	Undertake such duties related to the work of the College as may be assigned, consistent with your level of responsibility.

If you are a tutor, the Tutorial Job Spec will also apply. See below.

Annual targets for each element in this job description may be agreed annually with your Line Manager.

Indicators/ sources for reaching performance judgements (not exhaustive):
<p>Performance will partly be judged using some or all of the indicators /sources but with line management judgement overall being the key criteria. This is not a comprehensive list and does not prevent or exclude any other source or indicator also being used, and needs to be read in conjunction with our College staff review policy</p> <ul style="list-style-type: none"> • Student Feedback (incl. student survey) • Parent feedback • SOW • Success Rate Data • Observation • Corero/Student Journal Notes, • Inspection reports • student retention and attendance data • Recruitment and retention • MIS • Team (incl. assessment) records • Marking • UCAS Reference quality • Line manager, peer and cross-college feedback • Value Added

Cirencester College Expected Competencies

In addition to the specific selection criteria, Cirencester College have a range of competencies we would expect from academic staff and which we will use to review performance. Incremental progression will be dependent upon having no significant weaknesses against these competencies.

Applicants will need to be able to demonstrate these competencies at application or interview stage and headline terms should be addressed in your letter

Values

- Promoting college values and act with integrity, honesty and respect.
- At all times promote the college reputation
- Showing leadership and resilience in difficult periods, setting standards of behaviour and attitude that others aspire to, and engaging in helping resolve wider College issues. Having a 'can-do' approach

Focus on students

- Identifying, understanding and giving priority to meeting the needs of our customers, to provide the highest standards of service
- Relentlessly focussing on adding value and improving outcomes for all students including closing equalities gaps
- Working with teams review, monitor and develop the whole student experience to ensure students enjoy their studies and reach their potential
- Continuously develop teaching, learning and assessment through training, sharing good practice and innovation

Job Description: Personal Tutor (Lecturer)

Reporting to: Pastoral Manager for this element of your role



The key purposes of this role are to:

- induct and integrate your students into the College and the transition to student life and **ensure that they survive and thrive** here
- **create tutor group identity** around student ambitions and interest and provide tutorial activities which build upon this
- **provide students with a clear line of sight** to employment, self-employment or HE; developing their confidence and relevant skills in order to get there. To manage their individual 'tutoring pathway' to ensure that it is fit for purpose
- **performance manage your group of students** to ensure that they maximise their full potential
- **safeguard** and promote the welfare, equality and diversity of all students at Cirencester College

	This post is accountable for:
Ensuring students survive, thrive and progress	Successfully enrolling and inducting students into the College and developing both a sense of belonging and the resilience to succeed here
	Ensure that key College information is communicated effectively & in a timely manner
	Insisting on high ambitions for all students.
	Clearly and actively signposting support services, including learning support
	Contribute actively to College Induction Day and other student induction activities
	Liaising effectively with parents/carers and attend meetings/consultation evenings as appropriate
	Actively supporting students to engage with and contribute to the life of the College & beyond
	Safeguarding and promote the welfare, equality and diversity of all students
	Actively contributing to pastoral meetings to ensure best practice is shared and issues resolved.
	Providing pastoral care, guidance and support for your tutees
Create a tutor group identity	Providing clear frameworks for students in terms of expectations, policies and rights.
	Innovate and develop tutorial activities around student ambitions in order to equip them with the motivation, skills, experience and knowledge to successfully pursue their chosen path
	Developing an expertise in understanding routes into the career or HE path linked to your particular tutorial group(s)
	Ensuring that all tutees can identify with the tutorial group identity
	Delivering the basic tutorial programme
Provide students with a clear line of sight to	Closely monitor the quality of tutoring within your Faculty. Intervening whenever standards fall and providing staff development where needs are identified
	Proactively and robustly monitor attendance

employment, self-employment or HE;	Providing first-level progression guidance and support to students completing UCAS and employment applications.
	Referring students to appropriate guidance staff for more in-depth guidance and support
	Writing UCAS and employment references for tutees
	Using student voice and feedback to constantly refine and improve provision
Performance manage your group of students	Closely monitor the progress of individual students against targets (for example attendance, CPGs and assignment completion), intervening and promptly following up risk indicators or concerns.
	Liaising effectively with Senior Tutors, lecturers, Student Journey team, SAMs or counselling service to address attendance and performance concerns
	Checking and signing off any course change application in the first six weeks
	Initiate parent contact, meetings, warning letters and other key processes
	Complete Individual Learning Reviews to deadline.

Annual targets for each element in this job description may be agreed annually with your Line Manager.

Indicators/ sources for reaching performance judgements (not exhaustive):
<p>Performance will partly be judged using some or all of the indicators /sources but with line management judgement overall being the key criteria. This is not a comprehensive list and does not prevent or exclude any other source or indicator also being used, and needs to be read in conjunction with our College staff review policy</p> <ul style="list-style-type: none"> • Student Feedback (incl. student survey) • Parent feedback • Individual Learning Plans, • Success Rate Data • Observation • Corero Notes, • Referrals to Senior Tutors, • student retention and attendance data • Destinations Data • UCAS Reference quality • Feedback from staff <ul style="list-style-type: none"> • Journal • Feedback from Pastoral Managers

PERSONAL PROFILE

We are seeking someone who closely matches the following criteria:

	ESSENTIAL	DESIRABLE
QUALIFICATIONS	Full teacher training qualification OR be willing to work towards one within two years	Documented evidence of continuing personal development
	A degree or HND in Animal, Equine, Countryside or related field.	Full driving licence including section D (minibus test)
		Ability to deliver across several of the land-based subject areas.
SKILLS/ PERSONAL QUALITIES	Good organisational and interpersonal/team skills	Practical skills linked to those required in animal, equine or countryside management related careers
	The ability to relate to our students quickly and effectively	Understanding of how to raise performance
	A focus on maximising student success	Evidence of innovation in designing or delivering courses.
	The imagination and ability to organise enrichment activities within the curriculum	Familiarity with City and Guilds Technical qualifications
	Ability and/or willingness to design and lead on new units and qualifications	
	IT literate	
	A commitment to organising and leading student visits and project work	
	Punctual and reliable	
	Enthusiasm, drive and the ability to work with limited direction	
	Able to cope effectively when things go wrong or practical difficulties emerge	
EXPERIENCE	Recent experience lecturing in Animal, Equine or Countryside Studies	Evidence of success in previous/current teaching roles

This job description sets out the main duties of the post at the date when it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and do not justify a reconsideration of the grading of the post.

Lecturer of Animal Studies

Required: Jan 2024

Academic Salary range 3-14: £30,031 to £44,498

Thank you for taking an interest in this post. The aim of this letter is to supplement the job description and give you the chance to judge whether the job and College are right for you.

This role represents a genuine and outstanding chance for a capable and dedicated focussed person to explore their true potential as a lecturer in this exciting field of education in our top performing college. Do you feel you have a real calling to work in the environmental sector, are desperate share what you know and are also driven to help create the best team for teaching young people in the region? If your day is fuelled by trying to create the best possible experience for your learners then this could be just the position you've been looking for. Those with the mindset, attitude and dedication gained from military service are also welcome to apply as this job will require the skills of innovation, resilience and creative thinking to truly flourish.

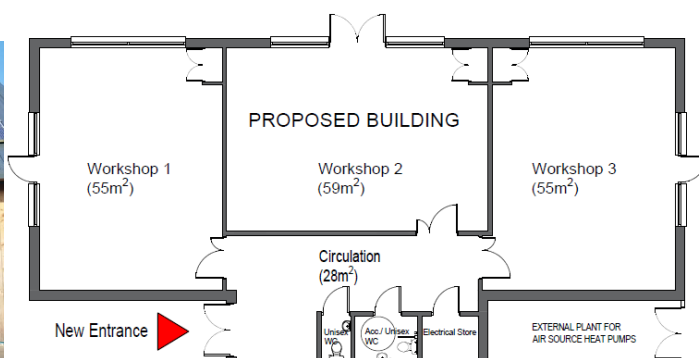


We've been teaching and training young people about how to work with the countryside and the natural world, how to care for plants and animals, and how to conserve the environment, in the beautiful Cotswolds for nearly 20 years. We're passionate about it. We're a leading light in this area and we're driven to offer our learners the best opportunities, teaching experience, and complete immersion in the green domain. Could you be the next person to lead this exciting endeavour into the future?

We are a top performing 6th form college, which was previously a tertiary college. The vast majority of our c3000 students are doing level 3 programmes, either Vocational or A Levels with an amazing range of options. We're the regional pioneers of the T Level revolution in vocational training and also run a healthy T Level Transition programme that is the envy of our competitors. T Levels are coming to the land-based sector in 2024 and we're hugely excited.

We are located in a rural area and approximately two-thirds of our students come in to us by bus each morning. In doing so, they are choosing to come to us rather than our many competitors. We have grown by listening to students (and parents) and delivering a great student experience, as well as excellent raw and value-added results. Students come to us for the choice of subjects we offer, the socially relaxed but academically focused atmosphere, and the freedom to develop in a safe and supportive environment. Cirencester is a great place to live too. The market town atmosphere has a host of entertainment venues, good social and club networks, successful football and rugby clubs, nearby cities, amazing countryside, an abundance of lakes, good local primary and secondary schools, and a welcoming pub in every local village.

We're undergoing a major period of building renovation and expansion, including a new Digital Building and T Level Building in progress. We built a new custom-made Animal Science Centre in October 2020, which is where our varied animal collection is housed, along with associated teaching spaces. In addition, the college has access to a separate stable yard and small holding facility, including an outdoor arena, horse walker and a variety of farmyard animals, that adds to the dynamic set of resources we use. We have just bid for another 3-workshop block to sit alongside the current animal centre.



It is worth stressing that we are not a Land-Based College and are not about to turn into one. If you depend on all the infrastructure that those Colleges are funded for then this role is unlikely to make you happy. We do things very differently and have been successful by being innovative and thrifty. So, if you have a knack for making something brilliant out of limited resources you'll be able to add value to our family.

You would be joining a positive, pro-active and top performing college & much of this success is down to the fact that we have been very clear about where we wanted to go, have strong values and a well embedded 'Ciren Way' of going about things. We have capable staff who really want to achieve excellence. We're big on support too. We have a strong tradition of sharing good practice at the college and within our Faculties. We have well-established links with benchmark Colleges where we share ideas and solve problems. New ideas are shared weekly at Monday cross-College staff development sessions and this also provides a good way to get to know teachers of other subjects. These sessions have been hugely supportive to both new staff & those with many years of experience. New teachers to the college &/or the profession will also receive further support of mentors and senior professional coaches to help them familiarise themselves with the college.



Currently we are building the best T Level experience possible, and this is where you could be a part of that story.

As Head of Land-based you'll be charged with inspiring and leading the land-based team, bringing them with you from CTECs into the brave new world of T Levels. We currently run animal, equine and wildlife/countryside at level 3 and will replace all 3 with the new T Level routes and adding at least horticulture to our portfolio and possibly more. Your role will be to work with Senior Managers to develop our model and then to champion the new approach with your team of lecturers and technicians. You'll set the direction for the department and create an expectation and culture of success. We need all lecturers to be focussed on planning and delivering great sessions to engage and support students, constructively marking student work, monitoring student performance and implementing appropriate interventions where necessary to ensure students have the very best chance of succeeding. You will also contribute to marketing events and parents' evenings to help build your brand.

The team is at a cross roads with the change in curriculum, new facilities and some recent changes of staff. It is at a point where the new animal centre manager has begun the process of renewing the collection to maximise handling opportunities for students and where there will be significant investment to support the T Levels. As a result, there are great opportunities to be creative with both curriculum and pedagogy.

In summary, as a college we don't buy into the hand-wringing doubters of youth and education. We're hugely positive, adventurous and excited about helping students become the best they can be, in whatever they choose to pursue. We believe in them, and it's amazing

how they rise to meet our high expectations. If you're of the same positive student-focussed mindset then this could be for you.

If you think this matches your aspirations, we look forward to receiving your application, which you should address to Human Resources.