

**Job Description -**  
Lecturer in Biology

**Reporting to Head of Faculty of Human Behaviour**



**The key purposes of this role are to:**

- Market, 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

	<b>This post is accountable for:</b>
Planning and delivering high quality teaching, learning and assessment	Ensuring learning outcomes for lessons are planned with reference to 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 (inc E&D) across each course.
	Ensuring high quality resources and (where relevant) and 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.
	Timely and accurate recording of student performance, behavioural, risk and skills information using College systems.
	Liaising effectively with Parents, Pastoral Managers, tutors, Student Journey team to address attendance and performance concerns

Enhance the overall experience of students	Actively contributing to developing the relevant curriculums 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
	Working collectively with other staff to ensure student safety and good student behaviour around College
	Ensuring compliance within your area to College policies and procedures. Particularly 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 coordination of courses (including course documentation and meetings) within your teaching teams on an equitable and/or rotation basis.
	Administering courses or delegated projects in accordance with College, Exam board/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, where relevant, lead role on rotation.
	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.
	Playing an active and positive role in the development of the Faculty and its courses
	Analysing available data in order to inform line managers, action planning and decision making.
	Actively participating in appropriate reviews, meetings, monitoring and evaluation within your School and course teams.
	Ensuring with your co-lecturers that all classes as registered and have work set when team members are absent
	Taking an equitable share of mentoring new staff in the Faculty
	Undertake such duties related to the work of the College as may be assigned, consistent with your level of responsibility.

- All academic staff will also be tutors, please see job spec below.
- Annual targets for each element in this job description may be agreed annually with your Line Manager.

## PERSONAL SPECIFICATION

We are seeking someone who closely matches the following criteria:

	ESSENTIAL	DESIRABLE
<b>QUALIFICATIONS</b>	Full teacher training qualification OR be willing to work towards one within two years	Documented evidence of continuing personal development
	A relevant degree in a science discipline	Full driving licence including Section D (minibus test)
<b>SKILLS/ PERSONAL QUALITIES</b>	Good organisational and interpersonal/team skills	Skills or experience in time management, prioritising
	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	Adaptable and flexible to changing nature of business need
	Familiarity with specifications in science subjects, specifically Biology.	Understanding of AL Biology and BTEC Human Biology
	Ability and/or willingness to design and lead on new units and qualifications	Understanding of differentiated learning
	IT literate	Evidence of designing or delivering courses
	A commitment to organising and leading student outdoor fieldwork visits and project work	
	Punctual and reliable	
	An effective and sensitive team player	
	Enthusiasm, drive and the ability to work with limited direction	
	Able to cope effectively when things go wrong or practical difficulties emerge	
	Student centred approach to learning	
<b>EXPERIENCE</b>		Evidence of success in previous/current teaching roles
		Experience teaching a variety of science topics

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.

All academic staff will also be tutors, please see job spec below.

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

<b>Indicators/ sources for reaching performance judgements (not exhaustive):</b>
--

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
--

- |   |
|---|
| <ul style="list-style-type: none"><li>• Student Feedback (inc student survey)</li><li>• Parent feedback</li><li>• SOW</li><li>• Success Rate Data</li><li>• Observation</li><li>• Corero Notes,</li><li>• Inspection reports</li><li>• Student retention and attendance data</li><li>• Recruitment and retention</li><li>• MIS</li><li>• Team (inc assessment) records</li><li>• Marked work and other formative and summative feedback</li><li>• UCAS and reference quality</li><li>• Line manager, peer and cross-college feedback</li><li>• Value Added reports</li><li>• External Quality Reports</li></ul> |
|---|

Personal Tutor role. Some lecturers are also personal tutors.

**Job Description:** Personal Tutor (Lecturer)

**Reporting to:** Pastoral Lead 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

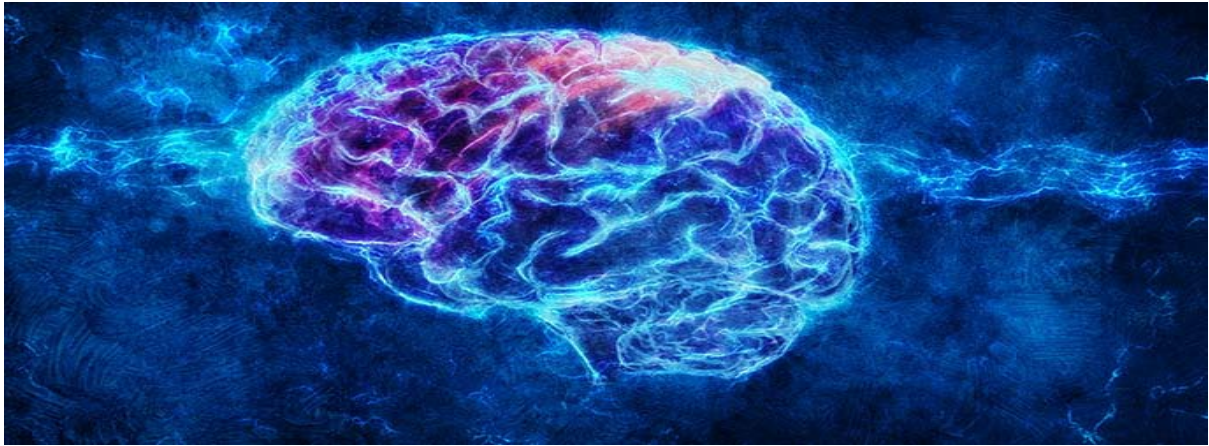
	<b>This post is accountable for:</b>
<b>Ensuring students survive, thrive and progress</b>	Successfully inducting students into the College and developing both a sense of belonging and the resilience to succeed here.
	Ensure that key College information is communicated effectively & in a timely manner.
	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.
	<b>Safeguarding</b> 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
<b>Create a tutor group identity</b>	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
	Helping to deliver the 'Education for Life' tutorial programme.
<b>Provide students with a clear line of sight to employment, self-employment or HE;</b>	Proactively and robustly monitor attendance
	Referring students to appropriate guidance staff for more in-depth guidance and support
	Providing first-level progression guidance and support to students completing UCAS and employment applications.
	Writing UCAS and employment references for tutees
	Using student voice and feedback to constantly refine and improve provision
<b>Performance manage your group of students</b>	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 pastoral staff, lecturers, Student Journey team 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 annual Individual Learning Reviews to deadline.

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

<b>Indicators/ sources for reaching performance judgements (not exhaustive):</b>
<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"> <li>• Student Feedback (inc student survey)</li> <li>• Parent feedback</li> <li>• Individual Learning Plans,</li> <li>• Success Rate Data</li> <li>• Observation</li> <li>• Corero Notes,</li> <li>• Referrals to Pastoral Managers,</li> <li>• student retention and attendance data</li> <li>• Destinations Data</li> <li>• UCAS Reference quality</li> <li>• Feedback from staff</li> </ul>

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 in Biology | Faculty of Human Behaviour**

Dear applicant,

Thank you for taking an interest in the position of Lecturer in Biology at Cirencester College.

We are a top performing 6<sup>th</sup> form college, which was previously a tertiary college. Amongst the tertiary work we retain is some 16-19 vocational provision at levels 1 and 2, apprenticeships, a small amount of adult work including professional courses and HE. However, the vast majority of our c2950 students are doing level 3 programmes, mainly A Levels. In November 2018 the college was graded as good with some outstanding elements.

We are located in a rural area with all the additional challenges that brings. Approximately two thirds of our students come in by coach each morning. In doing so they are choosing to come to us rather than our many competitors. We have survived and grown by listening to students (and parents) and delivering a great student experience and value added. Students come to us for the choice, the atmosphere and the freedom to develop in a safe and supportive environment.

In terms of a work setting, both the college & the Cotswolds in general, are impressive. The campus itself has seen considerable investment in new buildings. It is situated on the edge of town, adjacent to the Bathurst Estate. The grounds of the Estate stretch for miles, with many staff using these to unwind, whether this be for a spot of lunch, a lunchtime stroll or a pre/post-work run.

A teaching or lecturing qualification is clearly an advantage but we are equally open to applications from graduates possessing a relevant degree with energy and ideas but who have yet to achieve a teaching qualification; relevant employment and/or practical experience would be an important factor in this case. In either case, we are keen that the successful applicant have industry experience. We are certainly keen to appoint a motivated individual who is committed to continued professional development. Qualified lecturers should be able to demonstrate a track record of outstanding results, as you will be joining a highly ambitious team(s).

The College is undergoing major building renovation and expansion in this area of our provision, and all engineering, construction and digital related provision will have brand new accommodation in the next academic year. This includes a contemporary new 'digital building' which is a major upgrade in technological teaching spaces for the College.

Unlike schools, the college has its own pay scale which currently runs from 1-14: £26,926-£44,498. We have approximately 330 staff including managers, lecturers and a wide array of support staff.

Faculty staff work closely and effectively in subject and department teams. There are four faculties comprised of related subjects, each line-managed by a Head of Faculty and Senior Professional with a course leader for each subject. The faculty in which Biology sit is the

Faculty of Human Behaviour. Other subjects in the faculty include criminology, childcare, public services, Health, sport, sociology, psychology, Legal T-level, the extended project qualification (EPQ), and law. Within this role, you may be asked to teach in different subject areas (e.g., criminology, law), and so willingness to do so would be advantageous. We encourage our staff to be innovative and proactive, seeking improvements in teaching and learning and sharing good practice throughout the year. Over two thirds of the faculty have been in post for 4 years or more, which is testament to the teamwork and positive working environment.

Our core priority lies in raising achievement and retention rates and all staff are encouraged to contribute ideas, share resources and collaborate in the research and planning of new initiatives and materials.

Flexibility is an essential quality and this role will involve cross-team and possibly cross-college liaison and responsibility. We encourage collaboration among staff in delivering professional development activity and colleagues are unfailingly helpful and supportive of one another. It is important that you are a good team player who is prepared to work closely with colleagues and you will be expected to share the student-centred approach that imbues everything we do.

Staff development takes a very high priority across college, underpinned by a robust performance management system. This encompasses externally and internally delivered courses, internal skill sharing, peer and management observations and visits to benchmark colleges. Enrichment activities are a valued aspect of the student experience and can be a successful means of putting classroom learning into context; you will have the opportunity to become involved in their development and delivery.

Examination results are largely above national benchmarks across the faculty and our sixth form status means that we continue to aspire to raise achievement. The college operates a rigorous self-assessment regime and we are relentless in our commitment to improve. In





summary, as a college we are passionate about helping students become the best they can be in whatever they choose to pursue.

The job-specification (including the tutor role) provides a list of the skills and experience we are looking for, but above all we need someone absolutely committed to achieving the best possible outcomes for students and with the energy, drive and clarity of mind to help us achieve them. If you think this matches your aspirations, we look forward to receiving your application, which you should address to Human Resources.

If you decide to apply, do give some thought to the 'further information' section of your application. We always ask that you include a letter in support of the application and find this particularly helpful at the short-listing stage.

We may seek to interview strong applications prior to the scheduled interview week. If you have any questions about the post, please contact me on [dan.wixey@cirencester.ac.uk](mailto:dan.wixey@cirencester.ac.uk)

*Dan Wixey*

Head of Faculty  
Faculty of Human Behaviour