

Job Description

Lecturer in Digital

Reporting to Head of Faculty STEM



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
	Planning, delivering and 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/internal moderation 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 and courses including 2 weeks annual self-directed PD.
	Taking opportunities to develop literacy or numeracy and develop 'wider world' understanding across each course including embedding learning from the tutorial programme where relevant
	Ensuring high quality resources and (where relevant) vocational experiences or work placements 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.
	Ensuring new students settle quickly into our class, understand what you expect of them and what they can expect from you and support them to stay on track and in College.
	Completing registers, tracking documentation, reviews and references to deadline
	Timely and accurate recording of student performance, behavioural, risk and skills information using College systems.
	Ensuring that your student understand the impact of absence on outcomes and liaising effectively and proactively with Parents, Pastoral Staff and the Student Journey team 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, including offering enrichment activities.
	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, GDPR, Safeguarding, Trips and Equalities 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 rooms and 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, 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.
	Effectively promoting and marketing your courses in line with College and Faculty initiatives including liaison with outside agencies or employer groups where appropriate and providing copy and photo opportunities for the marketing Team.
	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 with a view to continuous improvement.
	Actively participating in appropriate reviews, meetings, monitoring and evaluation within your Faculty and course teams.
	Ensuring with your co-lecturers that all classes as registered and have work set when team members are absent, covering lessons where required.
	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.

- You may be a personal tutor as part of your role. Where this is likely, an additional job description for that role is included below.

PERSONAL SPECIFICATION

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 in a relevant subject
SKILLS/ PERSONAL QUALITIES	Good organisational and interpersonal/team skills	Skills or experience in time management, prioritising
	The ability to relate to our students quickly and effectively	
	A focus on maximising student success	Understanding of how to raise performance
		Familiarity with the T level specifications / ethos
	Ability and/or willingness to design and lead on new units and qualifications	Evidence of innovation in designing or delivering courses
	IT skilled	Adaptable and flexible to changing nature of business need
	Punctual and reliable	
	Enthusiasm, drive and the ability to work with limited direction	
		Ability and/or willingness to design and lead on new units and qualifications
	Able to cope effectively when things go wrong or practical difficulties emerge	
	The imagination and ability to organise enrichment activities within the curriculum	Interest in and enthusiasm for other subjects
EXPERIENCE		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.


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):

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

- Student Feedback (inc student survey)
- Parent feedback
- SOW
- ALPs and 6 Dimensions and other performance data
- Observation
- Student Journal
- Inspection reports
- Student retention and attendance data
- Recruitment and retention
- MIS
- Team (inc assessment) records
- Marked work and other formative and summative feedback
- UCAS and reference quality
- Line manager, peer and cross-college feedback
- External Quality Reports

Personal Tutor role. Some lecturers are also personal tutors.

<p>Job Description: Personal Tutor (Lecturer)</p> <p>Reporting to: Pastoral Lead for this element of your role</p>	
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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 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
	Helping to deliver the 'Education for Life' tutorial programme.
Provide students with a clear line of sight to employment, self-employment or HE;	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
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 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.

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 (inc student survey) • Parent feedback • Individual Learning Plans, • Success Rate Data • Observation • Corero Notes, • Referrals to Pastoral Managers, • student retention and attendance data • Destinations Data • UCAS Reference quality • Feedback from staff

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 Digital T Levels | Faculty of STEM

Dear Applicant

Thank you for taking an interest in the position of Lecturer in Digital T Levels at Cirencester College.

We are a top performing 6th form 16-19 college with around 3,000 students primarily taking A Level programmes, with a significant amount of vocational and T Level provision. We retain some provision at Levels 1 and 2, apprenticeships, a small amount of adult work including professional courses and HE.

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.

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. Teaching of Digital TL takes place in this brand-new spectacular 'digital building', which is specifically designed to foster the ethos of TLs as a space to encourage professionalism and academic excellence in student progress.

Unlike schools, the college has its own pay scale which currently runs from 3-14: £30,800-£45,267. We have approximately 340 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. We encourage our staff to be innovative and proactive, seeking improvements in teaching and learning and sharing good practice throughout the year.

The STEM faculty includes the digital provision of T Levels in: Digital Production, Design and Development / Digital Support and Services (incl. Cyber-Security); as well as our Level 2 provision in Transition to Digital. Cirencester College is taking a lead role nationally in the implementation of a range of new innovative T Levels, and this is an exciting opportunity to mould the Digital T Levels into genuinely contemporary qualifications, providing flexibility in skills development in a wide range of digital disciplines, preparing learners to be employment ready, or as a stepping-stone to further study in Higher Education. We are looking for a lecturer to primarily teach on the range of 3 TL qualifications and Level 2 Transition to TL. The role includes the opportunity to be involved in a variety of other courses, including T Levels in Engineering, depending on your specialisms.

As a lecturer your main role will revolve around planning & delivering lessons, marking student work, monitoring student performance and implementing appropriate interventions where necessary to ensure students have the very best chance of succeeding. You may also be required to contribute to marketing events and parents' evenings. For the tutor element of the role, you will be supported by many other teachers in the STEM faculty who also act as personal tutors, as well as the Progression Tutors and Pastoral Managers.

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.

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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.

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 closing date.

If you would like to visit the College or ask questions to find out more then please contact the Head of Faculty for STEM, liam.nolan@cirencester.ac.uk

Yours sincerely

Liam Nolan
Head of STEM Faculty: Science Technology Engineering & Mathematics