

LINCOLN COLLEGE

JOB DESCRIPTION

Post Title:	Lecturer in Health and Social Care (Maternity Cover)	Grade:	Lecturer Scale Point 1 - 7
Post Number:	LC0459F	Date:	December 2018
Line Manager:	Learning and Skills Lead – Care	Directorate:	Curriculum and Quality
Daily Supervision:	Learning and Skills Lead – Care	School:	Business, Advanced and Continuing Education

Job Purpose:

To provide the highest quality educational experience in Health and Social Care programmes using vocational knowledge and experience to deliver teaching, learning and assessment that inspires students and prepares them for progression to employment in the sector or higher education. To contribute to the development of the curriculum in line with local, regional and national needs and contribute to the positioning of these courses as the premier local choice for Care students. The post is based at Lincoln College, but will involve teaching at other centres.

Principal Duties and Responsibilities:

1. To contribute to teaching across Health and Social Care related programmes including (but not limited to):-
 - HNC/HND in Health and Social Care
 - Level 3 Foundation / Extended Diploma in Health and Social Care
 - Level 2 Certificate / Extended Certificate in Health and Social Care
 - Level 1 Diploma in Introduction to Health, Social Care and Children and Young Peoples Settings
2. To contribute to the development of specialist disciplines, helping to maximise success rates and raise recruitment.
3. To promote the development of English and maths skills within programmes of study.
4. To carry out the role of a Personal Tutor as required.
5. To contribute to the development of new programmes.
6. To liaise with awarding bodies and external examiners / verifiers.
7. To contribute to industry engagement and the development of work related learning experiences
8. To assist with the operational and commercial development of the School.

9. To liaise with schools, parents, universities and / or employers as appropriate, to optimise student progression.
10. To contribute to the process of programmes marketing and the recruitment and selection of students.
11. To contribute to the student enrichment programme.
12. To participate in any cross-college / working party groups as from time to time may be established.
13. To accept responsibility for the implementation of the College's Equality and Diversity policy throughout all personal contacts in the College and within this area of responsibility.
14. To maintain professional standards and expertise by undertaking relevant professional development.
15. To maintain quality standards appropriate to the post.
16. To conform with the Health and Safety requirements relevant to the post.
17. To be responsible for safeguarding and promoting the welfare of children wherever applicable within the role of Lecturer in Health and Social Care.

N.B. This is not a complete statement of all duties and responsibilities of this post. The postholder may be required to carry out other lawful and reasonable duties as directed by a supervising manager.

**LINCOLN COLLEGE
PERSON SPECIFICATION FORM**

Post Title:	Lecturer in Health and Social Care (Maternity Cover)	Grade:	Point 1 - 7
Post No:	LC0459F	Date:	December 2018
Directorate:	Curriculum and Quality	Unit/School:	Business, Advanced and Continuing Education

No.	Requirement	Proposed Selection Method *
Knowledge		
1.	Honours degree in Health and Social Care or related subject.	A / I
2.	Certificate in Education, PGCE or equivalent or the ability and willingness to obtain a level 4 professional teaching qualification within 2 years of commencing employment (4 Years for fractional posts)	A / I
3.	Higher level degree in related subject	A / I
Skills/Abilities – Interpersonal		
4.	The ability to teach and manage learning across a range of care related programmes from levels 1-6	A / I / T
5.	The ability to communicate effectively to a wide range of people.	A / I / T
6.	Good presentation skills.	A / I / T
7.	The ability to respond to individual learning needs.	A / I / T
8.	The ability to work in a non-discriminatory manner.	A / I
Experience		
9.	Proven competence of teaching on care related programmes.	A / I
10.	Programme co-ordination and the management of quality.	A / I
11.	Personal tutorship within further education programmes.	A / I
12.	Relevant industrial or practitioner experience	A / I
Work Related Circumstances		
13.	The ability and willingness to undertake relevant staff development.	A / I
Skills/Abilities – Other		
14.	Good organisational / planning skills.	A / I / T
15.	Appropriate level of IT skills to undertake relevant duties i.e. Word and PowerPoint or the willingness and ability to undertake relevant training.	A / I
16.	Responsibility for safeguarding and promoting the welfare of children wherever applicable.	A / I

Prepared By: Sally Pinion

Designation: Head of Learning and Skills- Business, Social Care and Childcare

Date: January 2018

*** A = Application Form**

I = Interview

T = Test