LINCOLN COLLEGE JOB DESCRIPTION

Post Title:	Lecturer in Policing	**Post Number:**	LC0578P
Daily Supervision:	Learning and Skills Lead for Public Services, Animals and Sports Studies	**Grade:**	Lecturer Scale, points 1 - 7
Department:	Advanced, Career and Higher Education	**Last Updated:**	July 2020

Our Vision:

To be an extraordinary organisation whose talented students, staff, governors and alumni ensure that it adds recognised social and economic value to its local communities by providing high quality education and training and making people exceptionally well prepared for work, potentially via higher education.

Our Mission:

Employer-led; producing a highly skilled and productive local workforce.

Our Cornerstones of Success & Values Guiding Behaviours:

Job Purpose:

To teach and manage the curriculum on a range of programmes within the Learning and Skills Lead Area for Public Services, Animals and Sports Studies, but specifically the Policing College curriculum at Higher Education-level.

To contribute to the delivery and development of HE programmes, study programme and adult learning programmes that provide an outstanding experience and progression for learners, meeting local, regional and national needs, but specifically the needs of Lincolnshire Police and G4S Policing Services.

The post is based at Lincoln, but may involve teaching at Newark College as part of the weekly curriculum.

This is a role that combines lecturing with a significant amount of coordination of programmes.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

1. To teach on a range of Policing College and Public Services programmes, including, but not limited to:

    - BA (Hons) Professional Policing (Levels 4, 5 and 6)

2. And specificly on:

    - BTEC Level 3 Extended Diploma in Uniformed Protective Services
    - Level 2 Certificate in Principles of Customer Service
    - NCFE Level 2 Award in Equality and Diversity
    - Edexcel Level 3 Award in Emergency First Aid at Work
    - BCS Level 2 Certificate in IT User Skills (ECDL)
    - BTEC Level 2 Diploma in Public Services
    - BTEC Level 1 Introductory Diploma in Public Services

3. To manage specific courses as required by the Head of Learning and Skills.
4. To further develop specialist disciplines related to Policing College study programmes, including engaging enrichment and work experience programmes.
5. To carry out the role of a Personal Tutor as required.
6. To contribute to the development of existing study programmes and any new courses, including those at higher education level.
7. To liaise with awarding organisations and external examiners/verifiers.
8. To assist with the operation and commercial development of the School.
9. To liaise with schools, parents, universities and/or employers as appropriate.
10. To attend collaborative provision events, meetings and moderation sessions with validating partner Universities as appropriate.
11. To contribute to the process of programmes marketing and the recruitment and selection of students.
12. To contribute to the student enrichment programme.
13. To manage and organise student trips and visits, including driving College minibuses to and from relevant venues.
14. To participate in any cross-college/working party groups as from time to time may be established.
15. To accept responsibility for the implementation of the College's Equal Opportunities policy throughout all personal contacts in the College and within this area of responsibility.
16. To maintain professional standards and expertise by undertaking relevant professional development, including scholarly activity.
17. To maintain quality standards appropriate to the post.
18. To conform with the Health and Safety requirements relevant to the post.
19. To be responsible for safeguarding and promoting the welfare of children and vulnerable adults wherever applicable within the role.

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.

PERSON SPECIFICATION

	Knowledge	PSM
1	Possession of an undergraduate degree in an appropriate subject area	A/I
2	Certificate in Education, PGCE or equivalent or the ability and willingness to obtain a LLUK endorsed level 5 qualification or equivalent teaching qualification within 2/3 years of commencing employment	A/I
3	A range of relevant Industry related qualifications linked to Policing	A/I
4	Higher degree/Post-graduate qualification (desirable)	A/I

	Skills/Abilities – Interpersonal	PSM
5	The ability to teach and manage learning across levels 1 to 6 of Policing and Public Services related programmes	A/I/T
6	Policing-related practitioner skills	A/I
7	The ability to communicate effectively to a wide range of people	A/I/T
8	Good presentation skills	A/I/T
9	The ability to respond to individual learning needs	A/I/T
10	The ability to work in a non-discriminatory manner	A/I

	Experience	PSM
11	Proven competence of teaching on Policing and Public Services related programmes	A/I
12	Programme co-ordination and the management of quality	A/I
13	Personal tutorship within education or support/mentoring role	A/I
14	Relevant industrial experience in Policing	A/I

	Work Related Circumstances	PSM
15	The ability and willingness to undertake relevant staff development	A/I
16	Willingness to work at times outside college calendar/day	A/I

	Skills/Abilities - Other	PSM
17	Excellent organisational/planning skills	A/I/T
18	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
19	The ability to travel to wide geographical locations, including the ability to transport students using the College minibus fleet	A/I
20	Responsibility for safeguarding and promoting the welfare of children wherever applicable	A/I

Prepared By:	Stuart Reddington - Head of Learing and Skills - Sport and Service Sector
Date:	July 2020

Proposed Selection Method Key (PSM)		
A = Application	I = Interview	T = Test