



PLUMPTON COLLEGE

Lecturer/Teacher – Personal Development	
Reporting to:	Curriculum Manager
Working hours:	Part-time or full-time up to 37.5 hours per week
Salary:	Scale point 23 – 28 (£29,823 - £34,463) pro rata if part-time

Job Purpose

To plan and deliver highly effective Personal Development Sessions to a range of learners (predominantly 16-19-year olds). To and support students in groups and individually to maximise their potential and to make positive progress towards their timely success, future study and employment.

Duties and responsibilities of the job

1. Teaching, Learning and Assessment

a.	As directed by Curriculum Manager: plan, prepare, teach, assess, and monitor to ensure highly effective lessons to a consistently high standard. Share teaching, learning and assessment (TLA) good practice and celebrate students' and others' successes.
b.	Adapt teaching delivery to meet the requirements of the range of learners, including those with high needs and those who have EHCPs. Monitor student progress and engagement regularly.
c.	Ensure opportunities are created and realised for students to be able to continuously develop their English and maths skills, in line with all staff across the college.
d.	Work to ensure high levels of student attendance in all sessions and prompt completion of registers.
e.	Prepare and effectively use schemes of work and lesson plans in line with college processes.
f.	Use and apply modern technology in lessons, to enhance the learning experience and support progress for students, e.g. Microsoft Teams, specialist software/resources, working to the college VLE standards.
g.	Ensure cohesive plans are in place for all students across your allocated teaching to ensure effective student engagement and progress.
h.	Support students to ensure they are gaining the maximum benefits of student life across the college e.g. supporting them to sign up for enrichment activities, supporting them to join in campaigns and student voice activities.

2. Tutoring

a.	Work as a personal tutor, co-ordinated by Programme Manager and Curriculum Manager, and engage with student services as required.
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b. Participate in student interviews and plan and deliver taster days, 'keep warm' activities, welcome days, enrolment and induction activities.
c. Support students through enrolment and induction.
d. Undertake one to one coaching sessions with some students to ensure they are on-track with their college work and studies.
e. Use the College disciplinary process as a positive way to support student success.

3. Quality Improvement

a. Attend team meetings to monitor and standardise practice, share information and good practice, and plan and implement improvements.
b. Support students to participate in student forums and surveys and collate student voice feedback to support action planning for continuous improvement.
c. Ensure and maintain standards and quality by engaging with and using the college quality systems.
d. Contribute to the evaluation of teaching and learning procedures to enhance the student experience and support Continuous Professional Development (CPD) of colleagues.
e. Be accountable for contributing to programme(s) key performance indicators (KPIs) and their improvement.
f. Ensure teaching and related files are complete and up to date.
g. Contribute to the Programme Team Review, including a Quality Improvement Plan for the programme(s) allocated.
h. Contribute to the programme development by providing subject specialist information.

4. Continuous Professional Development

a. Participate in staff development activities to support CPD)0 and keep a Professional Development Portfolio (PDP) to evidence personal development and impact on practice.
b. Actively participate in the College performance management processes, including appraisals to support personal and professional development and enhance student experience.
c. Complete all mandatory training as required in line with college expectations.

5. Other responsibilities and duties

d. Participate in staff and student recruitment campaigns, interviews, Open Days and promotional/information events.
e. Work with employers and other stakeholders as required to develop and deliver high quality curriculum.
f. Contribute to, and support delivery of the college strategic plan.
g. Comply with the departmental operating plan and contribute to action plans as needed.
h. Ensure equality of opportunity and promote diversity in all aspects of college life with reference to Ofsted vulnerable student groups and protected characteristics.
i. Analyse and selectively implement the calendar of key equality and diversity events across the programme.
j. Ensure all safeguarding policies and procedures are followed.
k. Maintain student destination data to inform self-assessment and quality improvement.
l. Any other duties connected with the post as are reasonably required from time to time.

Qualifications / Skills / Knowledge / Qualities

It is crucial that the successful candidate shares our student-focussed values, equality of opportunity and parity of esteem for staff and students.

At Plumpton College we are:

- Ambitious and Progressive
- Enterprising
- Professional
- Passionate about everything we do
- Supportive

Essential criteria for the post
Hold a degree / professional qualification or equivalent industry experience.
Hold a relevant teaching qualification or be willing to gain a relevant formal qualification.
Show evidence of or potential to teach to a consistently high standard.
Level 2 or higher qualifications in both English and maths.
Sector / industry experience and/or evidence of specialist subject knowledge in key areas.
Demonstrate a strong desire to work collaboratively as part of a high performing team.
Have a strong desire to see students succeed, evidenced by good or better key performance indicators for allocated programme(s).
Clear understanding of the needs of students and how these may be met.
Demonstrate a clear understanding of the factors affecting student welfare and best practice in maintaining and enhancing student behaviour and safeguarding.
Excellent communicator with highly developed interpersonal skills.
Willing and able to develop curriculum, teaching and learning materials in subject specialisms as part of continuous development.
Comprehensive and well-developed IT skills.
Skills and experience in problem solving and a flexible and adaptable approach.

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Adaptable and flexible approach to change.
Clean driving license.
Experience of teaching and learning.

CONDITIONS OF EMPLOYMENT

Working Hours

More than one role is available at the time of recruitment and as such the working hours will depend on any offer of employment made. Posts up to full-time (37.5 hours per week) are available.

Annual Leave

The holiday year is from 1 September - 31 August each year. The annual leave entitlement for this role is 37 working days, plus 8 bank holidays (pro-rata if part-time) and up to 5 efficiency days when the college closes at Christmas. Annual leave is bookable subject to business needs and should be planned and agreed with your Line Manager. Annual leave sheets will be available from the start of the new holiday year.

Continuous Professional Development (CPD)

This post will be entitled to CPD for skills updating, personal and professional development. All CPD must be planned, agreed and booked with your Line Manager.

Benefits

The candidate appointed to the post will automatically become a member of the Teacher Pension Scheme and pay contributions as determined by annual salary levels. The pension scheme includes life assurance cover, and the College will also pay a contribution towards your pension. There is also free car parking and a competitively priced dining room service.

Criminal Record Check via the Disclosure Procedure

The Rehabilitation of Offenders Act 1974 gives individuals the right not to disclose details of certain old offences when asked about their criminal record as they may be defined as 'spent'. There are exemptions to this if the individual is offered a post which involves contact with children or regular work at an establishment exclusively or mainly for children.

The post you have applied for falls into this category and, therefore, requires a criminal background check.

If a job offer is made, you will be asked to apply for a DBS Disclosure Certificate. The Disclosure Certificate will contain details of current and "spent" convictions, cautions, reprimands or warnings held on the Police National Computer, excluding certain specified old and minor offences.

The DBS Disclosure will also indicate whether information is held on government faculty lists of those individuals who are barred from working with children or vulnerable adults (if applicable).

The post-holder cannot begin employment with the College until the DBS Disclosure Certificate is received and considered by the Principal.