



Deeside College
Coleg Glannau Dyfrdwy

JOB DESCRIPTION & PERSON SPECIFICATION

Post: Lecturer - Welsh
Department: Adult & Community Learning
Faculty: Adult, Community Learning and Learning Support
Responsible to: Head Of Programme

Main Purpose of Job:

- To teach and develop on a range of Welsh courses at the college
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Principal Accountabilities & Specific Duties:

1.	To perform scheduled teaching, preparation of learning materials, marking of students' work, liaison with awarding bodies and exam invigilation
2.	To provide educational guidance, support and counselling for all students and act as a personal tutor when required
3.	Assist in the recruitment and interviewing of students when required
4.	Participate in the marketing, planning, assessment and evaluation of course provision
5.	To liaise with tutors from other business areas with regard to resources, curriculum development, student reports and other related matters
6.	To liaise with student sponsors and employers when necessary
8	Complete and produce the agreed deadlines documentation such as, registers, schemes of work, records of work, course review, course analysis documentation, student reports, absence reports, course files etc
10	Implement and adhere to quality systems to ensure retention, recruitment and achievement targets are continually improved in line with College Policy
11	Participate in the organisation's self-assessment procedures; external inspection and audit requirements; external and internal verification activities.
12	Monitor and evaluate learning sessions and participate in teaching observations
13	Carry out any other duties in line with the post and conditions of service and may involve participation in planning and organising any special functions undertaken by the Business Area, including internal and external events

Key Relationships:

The post holder will need to form effective and co-operative working relationships with:

1. Head Of Programmes
2. Director of Faculty
3. Curriculum Quality Manager
4. Director of Curriculum & Quality
5. All departmental staff & students
6. External agencies, employers, stakeholders

Deeside College of Further Education Corporation conditions of service for Professional Academic Staff will apply.

The post holder will be expected to be proactive in his/her own Continuous Professional Development (CPD), and to demonstrate a flexible approach as set out in the terms and conditions of service for Professional Academic Staff.

Note: This Job Description is accurate as at the date shown below. In consultation with the post holder it may be varied to reflect changes in the job.

Signed:

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POSTHOLDER

Date:

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Signed:

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HUMAN RESOURCES MANAGER

Date:

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PERSON SPECIFICATION FOR POST OF: Lecturer

Code: **WA** = **Written Application** **GD** = **Group Discussion** **WE** = **Written Exercise**
 I = **Interview(s)** **P** = **Presentation** **T** = **Tests**

Notes: 1. Not all of the above means of assessment will be used for every post; those that will be used for this post are marked with an *.
 2. The College will wish to see the originals of, and take copies of, Qualifications marked as 'Essential'.

Criterion	Importance		Will Be Assessed by Reference To:					
	Essential	Desirable	WA*	I*	GD*	P*	WE*	T*
Qualifications:								
Qualified to at least Level 4 in specialist subject area	✓		✓					
Teaching Qualification (e.g. Cert Ed, PGCE, C&G 7407)	✓		✓					
Possess or be working towards Assessor Award, (<i>depending on course requirements</i>)		✓	✓	✓				
Possess or be working towards Verifier award, (<i>depending on course requirements</i>)		✓	✓	✓				
Experience & Knowledge:								
Awareness of the importance of quality standards within teaching	✓			✓				
Demonstrate an understanding of current developments within your own specialist area and ways of keeping up to date with such developments	✓			✓				
Knowledge of the broad range of learning needs and how to support these needs within a learning environment	✓			✓				
Be able to analyse and use key information to inform teaching and learning	✓			✓				
Skills and Abilities:								
Able to identify, interpret and apply specific knowledge to practice	✓			✓		✓		
Competent in MS Office, particularly PowerPoint. Able to	✓		✓					

navigate Internet and Intranets								
Be able to develop and use a range of teaching and learning techniques	✓			✓		✓		
Recognises and makes students aware of their strengths and development needs	✓			✓				
Ability to assess the outcomes of learning and learner achievements	✓			✓				
Able to deal promptly and effectively with inappropriate behaviour in the classroom	✓							
Able to prepare effective written and visual teaching materials	✓			✓		✓		
Show an appreciation of FE values and ethics	✓			✓				
Can reflect and evaluate upon own performance and plan for future practice.	✓			✓				
Welsh speaking	✓		✓					
Personal Competencies								
Excellent communication and interpersonal skills	✓			✓		✓		
Can establish effective working relationships, strong team player	✓			✓				
Is self-confident and displays energy and enthusiasm in the learning environment	✓							
Creative, innovative and imaginative	✓			✓				
Open and responsive to the needs of others	✓							
Can quickly adapt to changing circumstances and new ideas	✓							
Committed to continuous personal and professional development	✓			✓				