

<b>JOB TITLE</b>	<b>LECTURER IN FUNCTIONAL SKILLS – HMP CHANNINGS WOOD</b>
<b>POST NO</b>	<b>WREQ0394</b>
<b>GRADE</b>	<b>ACADEMIC SPINE</b>

### **Job Purpose**

The person appointed will join a progressive and dynamic team involved in the delivery of a range of programmes of learning which meet the needs of the new OLASS 4 funding methodology, and Skills for Sustainable Growth.

### **Key Tasks/Duties**

- To carry out all organisational and administrative work, preparation and marking associated with teaching responsibilities. To include (but not limited to) the provision of lesson plans, course files, schemes of work, assessment schedules and the completion of ILP's.
- To contribute to Weston College OLS and the prisons administration as required and the administration of education and training programmes.
- Tutorship of students, giving appropriate support to enable students to achieve their goals.
- To participate in staff appraisal and related activities and undertake staff development and training arising from this or from the needs of Weston College OLS.
- To participate in appropriate team and course meetings.
- Assisting with marketing, learner recruitment and evaluation of courses and course materials as appropriate.
- To provide initial curriculum related advice and guidance, and carry out interviewing, induction, assessment and examination (including invigilation activities) of students as required.
- To undertake student attendance monitoring, to keep and maintain specified student and class records.

- To assist with the capture of student data relating to retention rates, examination and other assessment results, student progress and student satisfaction surveys.
- To contribute to Weston College OLS quality assurance processes by monitoring, reviewing and evaluating all aspects of courses, and by implementing resulting actions for improvement.
- To comply with any awarding body requirements for CPP within the curriculum area.
- To participate in publicity and public relations events including open events.
- To implement good practice in respect of Weston College OLS Equal Opportunities, Health and Safety, Child Protection and Data Protection policies.
- To carry out learner tutorial duties, including progress monitoring of learning, action planning and target setting, and provision of advice and guidance.
- To undertake internal verification and liaison with external verifiers, in liaison with the Curriculum Manager.
- To participate in curriculum development work including identification of consumer requirements, planning, development and evaluation of courses and course materials and supervision of course provision.
- To fulfil the security requirements of the Prison with regard to prisoners, equipment and professional conduct.
- To undertake other duties as may be reasonably required commensurate associated with the role as required by your line Manager

## **Salary**

Range: £23,138 - £30,554 per annum

## **Conditions of Service**

Offender Learning Services Standard Contract of Service for Management Spine employees will apply.

Hours of Attendance: 37 hours per week – 52 weeks

Annual Leave: 30 days plus statutory holiday

Offender Learning Services reserves the right to direct up to 10 days of your annual leave entitlement for efficiency purposes.

Teaching contact hours: Up to 1080 depending on the prison.

For vocational courses the contact hours will be 1200

Offender Learning Services is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.

## CLASS 4 OFFENDER LEARNING LECTURER

	ESSENTIAL	DESIRABLE
A Degree, or professional qualification, which is appropriate to the work.	✓	
Relevant successful teaching experience.	✓	
A Teaching Qualification		✓*
Knowledge and experience of current teaching and learning strategies.	✓	
Competence in IT	✓	
Highly Motivated	✓	
Excellent Organisational Skills	✓	
Excellent Interpersonal Skills	✓	
Ability to work as part of a team	✓	
Excellent Communication Skills	✓	
Setting and Achieving High Standards for yourself and your students	✓	
Promoting a culture of involvement, listening and responsiveness to Students Needs	✓	
Vocational Assessors Awards - new V awards (TDLB D32/33/34 and maybe D36) or the willingness to work towards		✓

\* N.B. All candidates for teaching posts must possess a recognised teaching qualification or be prepared to gain (with the assistance of the Offender Learning Services) a qualification within the first 2 years of service.