**People Team**

**Job Description & Person Specification**

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| **Post Title:** | Lecturer In Foundation learning | **Department:** | Foundation Learning |
| **Hours per week:** | 37 Hours | **Weeks per year:** | 52 weeks |
| **Contract Type:** | Permanent | **Reports to:** | Learning Manager Foundation Learning |
| **Scale & Spine Points:** | 0.7 FTE | **Location:** | Poole Campus |

**Job Description**

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| **College Overview** |
| Bournemouth & Poole College (BPC) is the largest provider of Further Education and Apprenticeships in the area. The College prides itself on offering students a friendly and supportive environment in order that they develop work skills. The College values are:   * A passion for learning and success * Supportive and caring * Respectful and considerate * A champion for equality through learning * Ambitious and tenacious |
| **Department Overview** |
| Foundation Learning is a diverse and dynamic area encompassing a range of students from Pre-Entry to Level 1, and also provides opportunities for young people who may have not achieved their full potential in mainstream education. The team work with young people a large number of whom have Special Educational Needs and Disabilities (SEND) and Moderate Learning Difficulties to prepare them for employment or mainstream education. The courses include a variety of vocational options, a very strong focus on developing Maths and English skills, as well as Personal and Social Development and preparation for adulthood. |
| **Purpose of the Role** |
| The purpose of this post is to deliver high quality and effective teaching, learning and assessment to Foundation students as well as strong pastoral support.  The post holder may also act as a personal tutor to students.  Your primary role will be working with students studying our Progression courses at Entry Level 3, Level 1 and Level 2. |
| **Key Accountabilities & Duties** |
| * Contribute to the development and delivery of a range of educational programmes including identifying learning objectives; determining, designing and producing study material; planning course/study programme delivery. * Contribute to high quality learning experiences using a variety of teaching and learning methods in the classroom. * Ensure that teaching is based on current best available practice and is consistent with a high standard of practice. * Provide academic and pastoral support to students in accordance with agreed procedures. * Create an outstanding student experience which leads to progression or employment. * Manage student issues within agreed protocols. * Undertake such other reasonable duties as the line manager may require from time to time and review this Job Description annually with the line manager. * Participate in the College’s appraisal process and to undertake any training that may be appropriate * Take appropriate responsibility to ensure the health and safety of self and others   Pursue the achievement and integration of equal opportunities throughout all The College’s activities  **Detailed Duties:**  **Duties falling within the scope of designated contact hours:**   * Scheduled teaching, student assignments and tutorials * Distance learning support for groups of students * Employer and workplace/work placement visits * Educational guidance and counselling * Supervision of learning programmes * Personal tutoring e.g., the carrying out of individual reviews with students and EHCP reviews, the delivery of group and individual tutorials, workshops. This may be delivered in person or through distance learning * Support activities as appropriate within the Learning Resource Centres * Support activities relating to employability, work experience, volunteering * Support community/personal enrichment activities (including trips related to learning). * **Other Duties:** * Preparation of schemes of work, lesson plans and assignment schedules * Preparation of learning materials and student assignments * Marking of students’ work and of internal examinations and assessments, invigilation work * Preparation of reports on student progress for parents/carers and employers as appropriate * Participation in curriculum development activities * Participation in the recruitment of students and the student admissions process * Representation of the College at internal and external events and meetings * Attendance at consultation evenings, open evenings and award events * Completion of College paperwork in relation to student disciplinary matters * The application of all aspects of The College’s quality processes, including (but not limited to) course reviews, self-assessment reports * Internal verification * Course/Study Programme co-ordination * Overseas travel and residential programmes • Travel within the working day and between sites. * Attend staff development events as appropriate * Continually maintain and develop pedagogic skills, subject understanding and knowledge of awarding body and subject specification requirements; undertake and meet any relevant CPD requirements * Industrial/commercial and academic updating of professional and technical skills * Planning and appropriate arrangements for student visit programmes * Research and other forms of scholarly activity * Promotion of College activities * Schools’ liaison * Liaison with parents/guardians, the writing of reports * Preparation of UCAS references where relevant   General administration relevant to the role.  **\*The above list of duties is not exhaustive and is subject to change. The post holder may be required to undertake other duties within the scope and grading of the post.** |
| **Equal Opportunities** |
| The College will seek to ensure that all existing and potential employees and students are given equal opportunities for employment and education. It is committed to the elimination of unlawful or unfair discrimination on the grounds of sex, age, marital status, colour, race, nationality or other ethnic or national origin, disability, sexuality, trade union membership or activity and religious background. The College will seek to ensure that no applicant for employment or education is disadvantaged by conditions or requirements which cannot be justified. The College aims to provide an open welcoming and safe environment for all its students, employees and visitors. |
| **Safeguarding** |
| The College is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment.  Successful external applicants will be required to undertake appropriate safeguarding checks as well as providing proof of right to live and work in the UK.  All successful candidates will be required to provide proof of their qualifications. |
| **Further Information** |
| This Job Description and Person Specification are current as at **April 2024.** In consultation with you it is liable to variation to reflect changes in the job. If you have any queries relating to your Job Description and/or Person Specification, please discuss with your Line Manager.  A copy of this Job Description and Person Specification is held with the People Team. |

**Person Specification**

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| **Criteria** | **Essential** | **Desirable** |
| **Qualifications:** | * Level 2 qualification as a minimum * English and Maths (or equivalent) * Qualified Teacher | * Degree or equivalent professional relevant experience. * Safeguarding qualification |
| **Post Specific Qualifications** | * Proven track record of success in supporting young people. * Experience of working with young people with social emotional and mental health differences. | * Experience of working with young people with disabilities. |
| **Work Experience** | * Work experience in an FE setting i.e., college or school * Proven track record of success in supporting young people. * Ability to work with young people, parents/carers and colleagues, as appropriate | * Experience of liaison with external agencies. Able to demonstrate a track record of pastoral development; * Experience of presenting to groups of young people or adults; * Experience of individual support/guidance interviews. * Experience of working with young people with social emotional and mental health. |
| **Knowledge** | * Competent in Microsoft Office applications * Knowledge of post-16 education and training * The effective use of information and learning technologies in the classroom Safeguarding Children and Young People and Vulnerable Adults * Evidence of continuous professional development | * Working with student databases i.e., ProMonitor/ProSolution * Understanding of KCSIE and safeguarding children and vulnerable adults |
| **Skills** | * Communication skills including written and verbal * Strong Interpersonal skills and the ability to build a rapport with the students. * Supportive and positive approach to students * Able to motivate students * Good administrative and organisational skills | * Ability to produce clear and accurate written reports to agreed deadlines. * Ability to produce materials and guidelines which can be used by other members of staff. |
| **Other Requirements** | * Attendance at college events i.e., open evenings including outside of normal working hours * Ability to work within college policies on confidentiality. * A broad knowledge of equality issues and an ability to implement equal opportunities initiatives · | * Ability to be able to travel between sites |