

## Job Description

Job Title	PART-TIME HOURLY PAID LECTURER
Salary Range	Up to £22.48 per hour, depending on qualifications and experience + appropriate holiday pay
Faculty / Section	Health, Social & Childcare and Business
Hours per Week	Hours of work are variable, dependent on student enrolment numbers and the needs of the programme area
Terms of Employment	Part-time Hourly Paid Lecturer Annual Fixed Term Contract (ending 31 <sup>st</sup> July 2026)
Responsible to	Programme Area Manager

### *Job Purpose:*

To provide high quality teaching and learning, specifically contributing to the programme area's expertise.

### Key Tasks / Responsibilities:

The following list is not exhaustive but provides an indication of the duties and responsibilities of part-time lecturers at Lancaster and Morecambe College which are an integral part of their contract:

1. Plan and deliver a teaching/learning programme using a flexible range of strategies and learning styles and taking responsibility for the quality of own teaching.
2. Set, mark and record students' work including assessment and internal verification as necessary, and preparing work to the level of examination(s).
3. Accurately maintain class registers, schemes of work, College forms and records and any other administrative work, and submit returns as required by the Programme Area Manager.
4. Work within an agreed curriculum framework and to agreed targets/objectives, and contribute to department curriculum development activities.
5. Check and authorise student examination entries and notify students of relevant dates.
6. Participate in course/subject team meetings, course/subject and curriculum development, and course review and evaluation.
7. Keep abreast of curriculum developments.
8. Manage the behaviour of students
9. In certain circumstances the following may be required:
  - a. Accompany students on educational and residential visits in this country or abroad.
  - b. Take responsibility for a particular area of the work of the Programme Area.
10. Other duties commensurate with the grade of post as required.

**College Responsibilities:**

- Contribute to the quality improvement process;
- Work within health and safety guidelines and be aware of your responsibilities for health and safety;
- Adhere to College policies and procedures;
- Promote and safeguard the welfare of young persons and vulnerable adults;
- Value diversity and promote equality and diversity;
- Undertake professional development to ensure skills and qualifications are up to date;
- Participate in meetings and events as required.
- Work co-operatively with colleagues and show commitment to the College and its mission;
- Adhere to College Values: **Collaborative; Inclusive; Aspirational**

Disclosure & Barring Service: **This post is subject to an enhanced DBS criminal check.**

## Person Specification

Attributes	Essential	Desirable	Measured by
Experience	<ul style="list-style-type: none"> <li>Relevant teaching or training experience in subject area</li> </ul>	<ul style="list-style-type: none"> <li>Experience of teaching within the FE sector</li> <li>Advice and guidance</li> </ul>	
Qualifications	<ul style="list-style-type: none"> <li>Minimum L3 qualifications in appropriate subject area</li> <li>GCSE Grade 4/C or above in Maths or English or equivalent Level 2*</li> <li>Teaching qualification (Cert Ed/PGCE or other accepted teaching qualification (or within specified timescale))</li> </ul>		Application form, interview and assessment*
Skills / Abilities	<ul style="list-style-type: none"> <li>The ability to engage students through effective teaching, learning and assessment</li> <li>Awareness of modern approaches to the delivery of all programmes</li> <li>The ability for sustained hard work</li> <li>Computer literate</li> <li>The ability to work within a team</li> <li>Ability to collaborate and communicate effectively with vocational curriculum teams</li> </ul>	<ul style="list-style-type: none"> <li>Understanding of Functional Skills</li> </ul>	Application form and interview
Personal	<ul style="list-style-type: none"> <li>An understanding of the needs of students with learning difficulties or disabilities</li> <li>A flexible approach and commitment to the achievement of excellence</li> <li>Good interpersonal and communication skills</li> <li>Suitability to work with young people and vulnerable adults</li> </ul>		Interview

\* You will be required to undertake a Literacy and/or Numeracy assessment at, or immediately after interview, if you do not have these qualifications or cannot provide the relevant certificates



# Our Values



## Collaborative

### Agreed behaviours

- Work together to maximise opportunities
- Build strong and productive relationships
- Support each other to achieve shared goals
- Communicate in an honest and trustworthy manner
- Learn from each other



## Inclusive

### Agreed behaviours

- Listen and value the views of others, demonstrating mutual respect and empathy
- Create a welcoming, safe and supportive environment
- Promote a sense of community, belonging and pride in place
- Champion equality, diversity and opportunity for all



## Aspirational

### Agreed behaviours

- Lead by example, role modelling high standards
- Celebrate progress and achievement
- Take responsibility and be accountable
- Embrace new challenges confidently
- Continually strive to improve