

# **PETROC**

LECTURER, GEOGRAPHY

Barnstaple Campus  
Part-time and Permanent

Information for Candidates

# PETROC

## **TERMS & CONDITIONS OF EMPLOYMENT**

### **Hours of Work**

You will be expected to work such hours as are reasonably necessary for the proper performance of your duties and responsibilities. Staff will normally work a 37-hour week, pro- rata for staff on a part time basis.

### **Holiday**

You will be entitled to 39 days paid leave per annum, plus Bank Holidays, pro- rata for staff on a part time basis. The college traditionally closes between Christmas and the New Year and these three days are additional to your leave entitlement.

### **Pay**

As detailed in the job description below.

### **Probationary Period**

As with all Petroc appointments, there will be a 6-month probationary period. This is to provide the opportunity for your line manager to ensure that you are supported in your role and progressing as expected. The notice period will be one week during this probationary period.

### **Pension Scheme**

You will automatically join the Teachers' Pension Scheme. Your contribution would be from 7.4% of your gross salary, with Petroc contributing 16.4% on your behalf.

### **Performance Development Reviews (PDR)**

All Petroc employees are required to take part in annual PDR's. Your review is aimed at establishing work targets and identifying any training and development needs you may have.

### **Induction**

On joining, you will take part in our induction programme including, Equality, Diversity & Inclusion Training, Health & Safety, Safeguarding and Prevent Training as part of your Contract of Employment.

### **Trade Unions**

You will be entitled to join a union at the college and are encouraged to do so by college management. College management consults with staff through a Joint Consultative Committee framework upon which recognised trade unions and/or professional organisations are represented. The recognised unions for academic staff are UCU and NEU. If you are appointed to the post you are applying for and wish for more information, the Human Resources Office will put you in touch with the appropriate branch representative.

## **Criminal Background Disclosure**

You are required to declare any pending criminal prosecutions you may have as well as any spent criminal convictions, cautions, reprimands and final warnings as defined under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. The only exception to this requirement is that you would not need to disclose any 'protected' cautions or convictions as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2013.

**Please note, failure to disclose this information at any stage of the selection process could lead to dismissal upon appointment in a role.**

**DBS Disclosures will be taken up on successful candidates only.**

## **Sick Pay**

Petroc offers you the benefit of an enhanced sickness allowance when absent due to illness after your probation period. This allowance ranges from 30 days full pay and 61 days half pay during 1st year of service up to a maximum of 183 days full pay and 183 days at half pay after 5 years service.

## **ID Badges**

Photo ID badges are issued on appointment and can be used for photocopying and library borrowing as well as for identification purposes. It is a requirement that you wear your badge whilst on any college premises.

# PETROC

LECTURER, GEOGRAPHY  
BASED AT – BARNSTAPLE  
PART TIME AND PERMANENT

Name:		Date:	
Department:	Academic, Scientific & Digital		
Line Manager:	Faculty Manager	Scale:	£21,037 - £27,681 per annum (£26,297 - £34,602 full time equivalent)
Hours per Week:	29.6 hrs x 52 weeks (0.8 fraction)	Spinal Column Points:	23 to 31

This job description is a current statement of the duties and tasks required of the post-holder concerned. The nature of the job description will change from time to time and its terms are always governed and over-ridden by the post-holder's Contract of Employment. The duties outlined in this document do not constitute a comprehensive or exclusive list and duties may be varied from time to time which do not change the general character of the job or level or responsibility entailed.

The College has an active Equal Opportunities, Diversity and Inclusion Policy, commitment to which is expected from all staff. Applicants are, therefore, invited from all suitably qualified people irrespective of disability, gender or race. In particular, applicants with a disability, if they wish to do so, may indicate on the application form details of their disability.

## MAIN FUNCTION OF THE JOB

- To work collaboratively both within the faculty of Academic, Scientific & Digital and with internal and external stakeholders on the delivery, development, and management of high-quality Geography programmes, including A level.

## MAIN DUTIES AND RESPONSIBILITIES

1. Plan and prepare the scheme of work in your subject, so that it meets College and team standards. You should be able to:
  - produce a comprehensive scheme of work/lesson plan
  - prepare coherent and engaging lesson plans with clear aims and objectives
  - prepare appropriate resources, including materials on the College SOLA/VLE aligned to current college strategy
  - maintain registers, learner records and other data records as required for key performance indicators and statistics for internal and external use.
2. Deliver learning through efficient and effective classroom and online management so that:
  - curriculum is continuously updated, ensuring it is current and relevant
  - continuously reflect on all aspects of teaching and professional practice, to help ensure the highest quality of delivery, assessment and learner experience on your programmes
  - to be fully utilised in accordance with the College's Management Guideline for Teaching Loads
  - all learning activities are conducted in a safe manner with appropriate use of equipment/clothing, whilst displaying their student lanyard accordingly
  - you can implement strategies for managing lateness or anti-social behaviour
  - you can demonstrate the importance of English, Maths, ICT, British Values and Employability themes in your teaching
  - supervise on learner visit programmes/activities
  - you ensure that all learners have engaged with learning and have achieved the session aims and objectives.

3. Monitor and assess learners' progress and maintain up-to-date and accurate records in line with College policies and examining body standards. You will be expected to:
  - set assessments and homework, as appropriate
  - follow curriculum service standards to ensure that all assessments are marked and recorded on the College systems, e.g. markbook/OneFile, and appropriate feedback given within a stated period of time
  - participate in team activities.
4. Be the Academic Progress Tutor/Lecturer for your group/s of learners. This will include:
  - challenging non-attendance
  - responsible for the retention, achievement and value added of learners on your programmes
  - tutor and mentor learners as appropriate
  - setting aspirational goals
  - assisting with UCAS applications, where necessary
  - actively encouraging and supporting learner progression activities within Petroc
  - contribute to the enrichment programme for learners
  - ensure that the PR tab is appropriately maintained with timely and accurate information
  - liaise with parents/guardians as appropriate
  - ensure that learners are wearing their lanyards, as required.
5. To contribute to the overall quality processes for your programme area. This will include:
  - positive contribution to the College's self-assessment process
  - engagement in the lesson observation scheme
  - engagement in the performance appraisal system
  - undertake CPD to address any development needs, which arise
6. Undertake administrative duties associated with study programmes or learners, for example parental meetings, report writing, or other duties that might become necessary. These will include:
  - conduct guidance interviews for prospective learners
  - ensuring that all learner enrolments are accurate
  - maintaining accurate, timely and up to date registers
  - identifying to the Tutor Support team any patterns of regular non-attendance
  - making appropriate referrals to College services
  - to participate in parents/guardian events
  - registering learners for external awards as required
  - participate in staff meetings as required
  - participate in marketing and promotional events and contribute to the preparation of marketing materials.
7. Provide a high standard of academic, pastoral and personal support for learners, including acting as Programme Manager, if required, to ensure the best possible satisfaction, attendance, retention and achievement levels.
8. Carry out moderation and/or act as an assessor and/or Internal Verifier and achieve the appropriate accreditation, as required.
9. Carry out duties and responsibilities at all times with due regard to the College promotion of Equal Opportunities, Health and Safety, and other Policies (See the Policies and Procedures on My Petroc).
10. Undertake training relevant to the efficient promotion of any of the above duties and tasks and take responsibility for your own professional development.
11. Undertake any other related tasks as your Line Manager may from time to time determine, or the demands of the College may require.

<p><b>PROFESSIONAL CONDUCT</b></p>
<p>Lecturers are expected to:</p> <ul style="list-style-type: none"> <li>• start classes on time</li> <li>• embed English and maths into learning activities</li> <li>• mark registers within the first 10 minutes of the lesson start time</li> <li>• challenge learners who are not wearing a student lanyard</li> <li>• give good notice of any absence</li> <li>• keep up to date with developments in their subject area and pedagogy</li> <li>• keep accurate and up -to- date registers</li> <li>• adhere to general standards of conduct embodied in College Policies and Procedures (e.g. Safeguarding, Health and Safety, Equal Opportunities, and employability/British values)</li> <li>• be involved in the College’s quality assurance arrangements: induction, lesson observation, appraisal, and student feedback</li> <li>• be involved in any Inspection of the College by OFSTED/QA</li> <li>• work flexibly and efficiently, to maintain the highest professional standards and to promote and implement the policies of the Corporation</li> <li>• upholding high standards of staff &amp; student behaviour in &amp; out of the classroom</li> </ul>
<p><b>PERSONAL EFFECTIVENESS</b></p>
<ul style="list-style-type: none"> <li>• The ability to inspire, develop, support and challenge learners.</li> <li>• To develop the full range of pedagogical standards and knowledge needed to satisfy the requirements of the post and professional reflective practice.</li> </ul>
<p><b>SPECIFIC RESPONSIBILITIES RELATING TO THIS POST</b></p>
<ul style="list-style-type: none"> <li>• To take part in the College’s Quality processes which form part of the annual quality cycle.</li> <li>• Be willing to undertake continued professional development to comply with the new Institute of Learning Regulations.</li> </ul>
<p><b>GENERAL REQUIREMENTS</b></p>
<p>Petroc 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. The College Recruitment and Selection Policy and Procedure seeks to support this agenda through the selection stages and pre-employment checks.</p> <p>Petroc is committed to Equality and Diversity and promoting Equality and Diversity and expects all staff and volunteers to share this commitment. The College Recruitment and Selection Policy and Procedure seeks to support this agenda through ensuring that at all stages of recruitment and selection are non-discriminatory and individuals are employed or promoted regardless of gender, marital status, age, ethnic origin, religion or belief, sexual orientation, disability or previous criminal records.</p> <p>Actively take part in the College probation and appraisal process.</p> <p>Undertake such duties as may be reasonably required commensurate with the level of responsibility within the College at the initial place of work or any other of the College's sites.</p>
<p><b>APPLICATION</b></p>
<p><b>All positions are subject to the completion of an Enhanced DBS Disclosure</b></p> <p><b>Completed applications should be returned to <a href="mailto:staffrecruitment@petroc.ac.uk">staffrecruitment@petroc.ac.uk</a> or to the Human Resources Office, Petroc, Old Sticklepath Hill, Barnstaple, Devon, EX31 2BQ by no later than the closing date on the website.</b></p> <p><b>If you have not been called for interview within three weeks of the closing date for this post, unfortunately you have not been successful on this occasion.</b></p>

## PERSON SPECIFICATION – LECTURER

<b>Method of Assessment</b> The table indicates the method by which the skills/knowledge/level of competence in each area will be assessed.	<b>Essential or Desirable</b>	<b>Application Form</b>	<b>Interview</b>	<b>Presentation</b>	<b>Test</b>
<b>Qualifications</b>					
Subject related qualification at a minimum of degree or equivalent.	<b>E</b>	<b>X</b>			
Appropriate teacher qualification or work towards achievement.	<b>E</b>	<b>X</b>	<b>X</b>		
Level 2 Qualification in Literacy & Numeracy or prepared to gain if requested to do so. * If teaching Maths or English Level 5 required in relevant subject	<b>E</b>	<b>X</b>			
Level 2 ICT qualification or prepared to commit to undertaking within 18 months of commencement	<b>E</b>	<b>X</b>			
Evidence of CPD	<b>E</b>	<b>X</b>	<b>X</b>		
<b>Knowledge / Previous Experience / Skills</b>					
Previous teaching/training experience delivering learning on qualification or vocational based programmes.	<b>E</b>	<b>X</b>			
Experience of course planning, lesson planning, delivery and assessment methods.	<b>E</b>	<b>X</b>	<b>X</b>		
Experienced in delivering a challenging and professional learning opportunity utilising ICT and e-learning resources.	<b>E</b>	<b>X</b>	<b>X</b>		
A commitment to professional and personal development	<b>E</b>	<b>X</b>	<b>X</b>		
Knowledge and understanding of your responsibility for prioritising and safeguarding the welfare of children and young people that you are responsible for, or come into contact with	<b>E</b>	<b>X</b>	<b>X</b>		
Learner management and support	<b>E</b>	<b>X</b>	<b>X</b>		
Experience of using a range of differentiated and creative teaching strategies and resources, including SOLA	<b>E</b>	<b>X</b>	<b>X</b>		
Experience of assessment practice and working with external verifiers/examiners	<b>D</b>	<b>X</b>			

<b>Personal Attributes</b>					
The ability to communicate effectively at all levels, both verbally and in writing	<b>E</b>		<b>X</b>		
Enthusiastic, inspirational and innovative in approach	<b>E</b>	<b>X</b>	<b>X</b>		
Ability to work under pressure to tight timescales	<b>E</b>		<b>X</b>		
High level organisational and planning skills	<b>E</b>		<b>X</b>		
Effective team member and role model for learners	<b>E</b>	<b>X</b>	<b>X</b>		
Flexibility and a capability to work in a constantly changing environment	<b>E</b>	<b>X</b>	<b>X</b>		
Ability to establish effective working relationships at all levels across the College and with outside agencies	<b>E</b>	<b>X</b>	<b>X</b>		
A commitment to raising standards for all learners, in order for them to achieve their full potential	<b>E</b>	<b>X</b>	<b>X</b>		

**In addition to the candidate's ability to perform the duties of the post, the selection process will also explore issues relating to safeguarding and promoting the welfare of children and vulnerable adults**