



Macclesfield  
college

## Job Description

| Details:   |                                 |
|--|---------------------------------|
| Job Title  | Skills for Life Lecturer        |
| Subject  | Numeracy                        |
| Responsible to   | Curriculum Support Co-ordinator |
| Grade / Salary range   | Up to £28,420 pro rata          |
| Hours  | 37 per week (full time)         |
| Job Purpose and responsibilities   |                                 |
| Plan and deliver a range of Skills for Life courses within the college, community and workplace  |                                 |
| Key Accountabilities   |                                 |
| <ol style="list-style-type: none"> <li>1. To teach on a range of course programmes at all levels, including preparation of schemes of work, lesson plans, lesson delivery, assessment and marking of coursework.</li> <li>2. To take tutorial responsibility for students, including interviewing, pre course assessment, enrolment, induction, pastoral care and review of progress.</li> <li>3. To participate in and contribute to curriculum development and review, including the development, marketing and introduction of new courses.</li> <li>4. To support and assist with the delivery of Key Skills on apprenticeship programmes.</li> <li>5. To contribute to all quality assurance requirements relating to the course programmes on which you teach.</li> <li>6. To liaise with external agencies, including validating bodies, employers and placement providers.</li> <li>7. To take personal and professional responsibility for keeping up-to-date in the subject area.</li> <li>8. To assist with the recruitment, induction and support of part-time tutors.</li> <li>9. To participate fully in residentials, educational visits and work placements where these form part of a course programme.</li> <li>10. To attend meetings, assist with administration and contribute to the efficient running of the Curriculum Support Unit and College.</li> <li>11. To take overall responsibility for the Health &amp; Safety of students working within vocational areas of the College and conducting relevant risk assessments where appropriate.</li> <li>12. To identify and prioritise staff training needs in accordance with the strategic plan.</li> <li>13. To undertake all aspects of the post in accordance with the College's Equal Opportunities, Race Equality and Health and Safety policies.</li> <li>14. To comply with the College's Data Protection policy in relation to the collection, use, storage and disposal of personal and/or sensitive data.</li> <li>15. To undertake any other duties as may reasonably be expected, commensurate with grade, both within and, where required, external to the College.</li> </ol> |                                 |
| Special Features   |                                 |
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