

# JOB DESCRIPTION

<b>Job Title:</b>	Visiting Lecturer
<b>Reports to:</b>	Head of Veterinary Studies – Potters Bar
<b>Responsible for:</b>	Lecturing across a range of courses Providing Student Support
<b>Location:</b>	The College of Animal Welfare – Potters Bar centre

## **Main Responsibilities**

1. Lecturing across a range of courses
2. Student/trainee safety/Health and Safety at Work
3. Student recruitment/Careers Events/Liaison

## **Detailed Tasks**

### **1. Lecturing across a range of courses**

- 1.1 Deliver an appropriate learning programme in accordance with the Awarding Body guidance & Individual Learning Plan, embedding basic skills and functional skills support
- 1.2 Lecture across a range of subjects using a variety of teaching and learning strategies demonstrating consideration of individual learner needs, interests, skills and aptitudes to enable achievement of their learning goals.
- 1.3 Promote inclusive learning and group participation to encourage learner involvement in the negotiation of learning outcomes
- 1.4 Ensure that all learners learn in a safe environment free from oppression and discrimination
- 1.5 Prepare a variety of learning resources relevant to the programme and the learner's needs
- 1.6 Upload all appropriate learning materials to the VLE prior to lectures to provide adequate preparation time for all learners
- 1.7 Conduct initial and on-going assessment (formative and summative) so that learners are aware of and involved in assessing their progress and the achievement of their learning goals and so that an individual learning plan can be developed
- 1.8 Provide regular detailed feedback to learners and their employers regarding progression and achievement
- 1.9 Completion of academic registers

### **2. Student/Trainee Safety/H&S at Work**

- 2.1 To comply with the Health & Safety at Work Act.
- 2.2 To comply with The College of Animal Welfare Health & Safety Regulations.

- 2.3 To ensure that student safety is considered at all times.
- 2.4 To participate in maintaining awareness of Health & Safety at the College and in the workplace
- 2.5 Draw to the attention of the line manager any issues of Health & Safety and to comply with the Health & Safety procedures required

### **3. Information, Advice and Guidance**

- 3.1 Provide all learners and potential learners with accurate and up to date information and advice that enables them to make informed choices about lifelong learning and work
- 3.2 Be impartial and signpost people to the most relevant and appropriate source of information, advice or guidance
- 3.3 Actively promote high quality information, advice and guidance
- 3.4 Listen to what clients of our service say about our provision and continually improve our delivery

### **4. Safeguarding**

- 4.1 Ensure you know the name of the designated person and their role
- 4.2 Know how to pass on and record concerns about a child or young person
- 4.3 Understand individual responsibility for referring child protection concerns using the proper channels and within the agreed timescales
- 4.4 Attend Induction training for Child Protection and attend a refresher on a three yearly basis so that you know – your responsibilities, the local procedures, the need to be vigilant in identifying cases of abuse and how to provide support and respond to a student who tells of abuse
- 4.5 Ensure concerns about poor or unsafe practice in regard to students are raised in a timely manner.
- 4.6 Be clear with students that you cannot promise to keep secrets
- 4.7 Ensure that the five Every Child Matters outcomes – being healthy, staying safe, enjoying and achieving, making a positive contribution and achieving economic wellbeing are met
- 4.8 Promote health in areas such as:
  - Smoking
  - Drug and alcohol use
  - Disease prevention and control
- 4.9 Review policy and procedures on an annual basis

### **Equal Opportunities**

The College of Animal Welfare undertakes not to discriminate unlawfully, either directly or indirectly, against a job applicant or one of its own employees. The College is committed to equal opportunities: appointments are open to members of the community on an equal basis.

## PERSON SPECIFICATION

Attributes	Essential	Desirable	How Identified
<ul style="list-style-type: none"> <li>Education Level/Qualification</li> </ul>	<ul style="list-style-type: none"> <li>Appropriate Degree /professional qualification.ie Business Management/Finance/Veterinary Science/Veterinary Nursing</li> <li>Good Educational Knowledge</li> <li>Willing to undertake essential CPD</li> </ul>	<ul style="list-style-type: none"> <li>Assessor and Verifier Awards.</li> <li>Recognised teaching qualification.</li> <li>L3 qualification in coaching.</li> <li>Level 3 qualification in ICT i.e. Key Skills or Functional Skills.</li> <li>L3 Customer service award.</li> <li>Teaching qualification (level 4)</li> </ul>	<ul style="list-style-type: none"> <li>Application Form</li> <li>Interview</li> </ul>
<ul style="list-style-type: none"> <li>Experience</li> </ul>	<ul style="list-style-type: none"> <li>Up to date knowledge within the subject areas.</li> <li>Understanding of awarding bodies inspection requirements</li> </ul>	<ul style="list-style-type: none"> <li>Experience in teaching role.</li> <li>Understanding of assessment and requirements for the courses in the learning schools, especially where this is externally accredited.</li> <li>Awareness of learning and how learners might be motivated.</li> <li>Understanding of quality improvement strategies</li> </ul>	<ul style="list-style-type: none"> <li>Application Form</li> <li>Interview</li> <li>Reference</li> </ul>
<ul style="list-style-type: none"> <li>Knowledge and Ability</li> </ul>	<ul style="list-style-type: none"> <li>To meet people with ease and motivate them to seek opportunities and achieve high standards.</li> <li>Develop and provide services which benefit the organisation</li> <li>Develop competences and expertise in both self</li> </ul>	<ul style="list-style-type: none"> <li>Generally motivate people to give their best results, praising them when things go well and appraising them of improvements which can and should be made.</li> </ul>	<ul style="list-style-type: none"> <li>Interview</li> <li>References</li> <li>CPD record</li> </ul>

Attributes	Essential	Desirable	How Identified
	and others. Committed to equality and diversity	<ul style="list-style-type: none"> <li>• Create a network of contacts across various disciplines that provide advice on what resources are available both within or outside the organisation.</li> </ul>	
Attitude/ Disposition	<ul style="list-style-type: none"> <li>• Self-motivated to work with young people.</li> <li>• Possess patience &amp; persistence.</li> <li>• Willing to positively promote the college at every opportunity.</li> <li>• The determination to set challenging targets with the expectation of high standards</li> </ul>	<ul style="list-style-type: none"> <li>• Self-confident and persuasive communicator.</li> <li>• Appropriate attitude to the use of authority and maintaining discipline through an even temperament and amiable disposition</li> </ul>	<ul style="list-style-type: none"> <li>• Interview</li> <li>• References</li> </ul>