

JOB DESCRIPTION

Job Title:	Associate Lecturer – Pastoral
Department:	Engineering, Digital & Sustainable Construction
Contract:	Permanent, Full time
Salary Range:	£27,116 - £33,309 per annum
Salary Grade:	AC1
Report To:	Deputy Dean
Job Purpose:	To support the delivery of high quality, inspiring and inclusive learning opportunities for students to help them achieve their learning goals.
Main Duties & Responsibilities:	<p>Learning and Teaching:</p> <ol style="list-style-type: none"> 1. Identify, through communication with subject teachers, parents, guardians and external agencies, at-risk learners. 2. Deliver the faculty's tutorial programme of group and 1-1 tutorials. 3. To listen to learners and embed a solutions focussed approach to barriers to learning. 4. To develop strategies to help learners who are underperforming to understand why and to seek solutions. 5. To work with learners in 1-1 or small groups to implement strategies to support building of self-esteem and confidence. 6. To develop small group activities to foster peer support, anger management sessions etc. 7. To support transition from school to college or from year to year for learners already identified as at-risk. 8. To support learners in setting targets and monitoring outcomes to encourage success. 9. To communicate effectively with parents/guardians and external agencies in regard to the learners. 10. To offer pastoral support and guidance for academic and personal issues.

For office use only:

Approved by:		Date:	
--------------	--	-------	--

	<p>11. Offer advice and guidance on course and to aid progression.</p> <p>12. Act as a learning mentor to support learners in addressing barriers to success.</p> <p>13. Make referrals to appropriate support services.</p> <p>14. Communicate with appropriate external agencies.</p> <p>15. Monitor attendance and punctuality.</p> <p>16. Support the learner to complete the PLP, set targets and review.</p> <p>17. Use motivational dialogue to engage the learner in the learning process.</p> <p>18. Prepare course materials (e.g. SOW, LP) to include a focus on study skills and careers guidance.</p> <p>19. Ensure appropriate application of the Behaviour Support & Disciplinary Policy and Process.</p> <p>20. Engage in the implementation of college quality systems</p> <p>General Duties:</p> <p>1. Engage in meaningful professional development and updating relevant to the University and School objectives.</p> <p>2. Participate fully in team/Department/School meetings and planning activities.</p> <p>3. Participate fully in annual review and other University processes.</p> <p>4. Demonstrate a commitment to promoting the principles of Equality and Diversity.</p> <p>5. Duty of care in respect of Health and Safety of self and others.</p> <p>6. To commit to upholding the principles of Safeguarding and the PREVENT agenda.</p> <p>7. To ensure practice is in line with the requirements of the General Data Protection Regulations.</p> <p>8. Any other duties commensurate with the nature and grade of the post.</p>
--	---

For office use only:

Approved by:		Date:	
--------------	--	-------	--

*The above does not represent an exhaustive list of duties associated with this role.

For office use only:

Approved by:		Date:	
--------------	--	-------	--

PERSON SPECIFICATION

Post:	Associate Lecturer – Pastoral	Weighted criteria
Experience:		
1	Experience of working with young people in an educational setting including the use of appropriate intervention strategies where required.	X
2	Experience of teaching/delivering tutorials/undertaking pastoral care using appropriate systems in an educational environment.	X
3		
4		
5		
Skills & Abilities:		
6	Effective oral and written communication skills in both individual and group situations.	
7	Suitable level of proficiency in ICT and understanding of its application to Learning and Teaching.	
8	High level of organisation and administrative skills.	
9	Ability to work independently, to take the initiative, and to innovate in Learning and Teaching; ability to work as a member of a team.	
10	Ability to relate to students with diverse backgrounds, ages and experiences.	
Education & Qualifications:		
11	Relevant Level 3 qualification	
12	Recognised teaching qualification or willingness to obtain.	
13	Maths and English qualifications at Level 2 (GCSE C/4) or equivalent or a willingness to obtain.	X
14		
15		
Training & Professional Development:		
16	Evidence of relevant continual professional development.	
17	Willingness to engage in further training/development and pursue appropriate professional memberships, as required for the role.	
18		
19		
20		
Other:		
21	Ability to form and maintain appropriate relationships and personal boundaries with children, young people and vulnerable adults.	
22	An understanding of the principles of Safeguarding and the PREVENT agenda in the context of further and higher education.	
23	Commitment to delivering high quality services to students.	
24		
25		

For office use only:

Approved by:		Date:	
--------------	--	-------	--