



Lecturer in Psychology and Criminology

Job Description

Area	: Faculty of The Arts and Academic Studies
Salary	: £27,486 - £41,467 (<i>pro rata per annum</i>)
Hours of work (<i>Full-time/Part-time</i>)	: 29.6 hours
Line Manager	: Assistant Director – A Levels
Responsibility for	: Delivery and Assessment of Teaching on AS/A2 Psychology and Criminology courses; : Undertaking other duties including tutorial support and associated administrative tasks; : Promoting and safeguarding the welfare of children and young persons in line with college policies; <i>and</i> : The marketing and promotion of the provision to employers and stakeholders.

Main Purpose of Job:

To provide innovative and engaging teaching and learning to the College's learners in order to ensure that the provision:

- Meets the needs of learners, employers and other stakeholders
- Is of the highest possible quality in terms of learner outcomes and learner/employer satisfaction
- Is effective, efficient and provide excellent value for money
- Reflects the vision, mission, aims and values of the college
- Is innovative, developmental and sector leading
- Promotes a culture of excellence and equality

Key Duties and Responsibilities:

1. Teach effectively on a range of programmes across the College curriculum, which may include timetabled lessons, cover, delivery of modules or bespoke provision.
2. Thoroughly prepare suitable teaching, learning and assessment materials for a range of courses/classes and make use of a variety and appropriate learning and teaching methods.
3. Thoroughly prepare flexible teaching, learning and assessment materials; develop and maintain the curriculum area's Virtual Learning Environment (VLE) and incorporate the use of digital technologies/ILT to enhance learning experiences.

4. Have available an up-to-date syllabus and scheme for learning (*showing methods of delivery and embedded cross-cutting themes*) for each course/class taught and to lodge a copy of this information with the appropriate Assistant Director by the start of the course.
5. Complete promptly and accurately all class records including the register of attendance and tracking of student progress against targets.
6. Report any variations to the agreed class timetable to the appropriate Assistant Director and obtain permission for any long term or planned changes.
7. Keep electronic records of all student assessed work and report progress or otherwise at appropriate meetings.
8. Contribute fully to College and Directorate teams including sharing best practice and being involved in developing the curriculum.
9. Attend as required parents' evenings, college open events and other promotional events organised by the college
10. Follow all agreed Quality Assurance and Risk Management Systems operating in the College and contribute generally to the establishment and development of a quality provision/service.
11. Teach, relevant to subject specialism, up to contracted hours.
12. Undertake the normal administrative duties required of lecturers including assistance with admissions (*including interviews at welcome evenings for prospective students*), enrolment, induction and providing management information as required.
13. Participate in the Course and Departmental Self-Assessment Reporting process.

Generic Duties and Responsibilities:

14. Promote a culture of innovation, excellence and equality
15. Reflect the vision, mission and values of the college
16. Manage all delegated resources and budgets flexibly and efficiently in accordance with allocation.
17. Contribute to the development of and ensure compliance with all College policies, procedures and agreements
18. To actively contribute to the risk management of the College.
19. To positively promote and implement the College's strategies on equality, diversity, safeguarding.
20. Undertake appropriate staff development activities that support personal development and the changing needs of the College and its environment
21. Be aware of, and responsive to, the changing nature of the College and adopt a flexible and proactive approach to work
22. Undertake such other duties as may reasonably be required commensurate with this grade, at the initial agreed place of work or at other locations in the College catchment area



Lecturer in Psychology and Criminology Person Specification

	Assessment Method					
	Application Form	*Test	Interview and Presentation	Psychometric Testing	Qualification Certificates	References
*Test = Skills Test/Knowledge Test/Micro Teach/Presentation						
Education and Qualifications						
<u>Essential</u>						
• Degree in Psychology, Criminology or another related subject	✓				✓	
• Teacher trained to PGCE Level (<i>or working towards</i>)	✓				✓	
<u>Desirable</u>						
• Evidence of on-going professional development	✓				✓	
Skills and Experience						
<u>Essential</u>						
• Experience in teaching AS/A2 in Psychology, Criminology or a related subject	✓	✓	✓			✓
• Excellent teaching skills	✓	✓	✓			✓
• Experience of teaching students of varied ages, backgrounds and abilities	✓		✓			✓
• Proficient in the use of Microsoft Office (Word, Excel, PowerPoint, Database), and Promonitor	✓	✓				
<u>Desirable</u>						
• Awareness and understanding of contemporary curriculum and assessment developments	✓	✓				
• Contribute to the development of course materials for courses offered by the Department			✓			
• Awareness and understanding of equality and diversity matters in the workplace and the community	✓	✓				

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Personal Attributes						
<u>Essential</u>						
• Strong inter-personal skills			✓			
• Excellent team worker			✓			
• Able to communicate effectively with students and staff			✓			
• Excellent organisational skills, ability to prioritise and work under pressure			✓			
• Ability to use own initiative and work with minimum supervision	✓		✓			
• Commitment to on-going professional development						
• Flexible approach to work			✓			
Other requirements for employment						
<u>Essential</u>						
• Enhanced DBS check						

Update: November 2024