

JOB DESCRIPTION

POST TITLE	:	Lecturer in Foundation Studies
SALARY	:	Up to £40,665
RESPONSIBLE TO	:	Head of Maths & English
CLOSING DATE	:	5.00pm, Tuesday 22 September 2026
INTERVIEW DATE	:	Wednesday 30 September 2026

Main Purpose of the Post

To promote and provide an excellent learning experience which ensures high achievement for all students.

Main Responsibilities

- 1 To teach effectively on a range of programmes across the College Curriculum.
- 2 To thoroughly plan and evaluate the effectiveness of teaching.
- 3 To accurately assess and monitor student work to assure high achievement and progression.
- 4 To provide effective tutorial and pastoral support.
- 5 To contribute fully to college and divisional teams including sharing best practice and being involved in developing the curriculum.
- 6 To maintain high quality records and provide timely information.
- 7 To teach, relevant to subject specialism, up to 832 hours per year.
- 8 To assure full compliance within the Division and more broadly across the College with key policies, notably the Student Code of Conduct, Single Equality, Health and Safety and Safeguarding.
- 9 To take an active part in the marketing operations of the College including the recruitment and admission of students to the Division.
- 10 To commit to continuous professional development to maintain high professional standards and subject specialisms.
- 11 To undertake invigilation duties from time to time.
- 12 To carry out such other duties as the Principal may reasonably request.

This job description gives an accurate outline of the duties of the post at the time it is drawn up. It is not exhaustive and other related duties may be necessary from time to time. It should be read in conjunction with other documents and will be updated annually through the College appraisal process in consultation with you.

The College as an employer is fully committed to supporting you in effective performance of all aspects of the job description.

Hours

Core hours are between 8.30 – 5.00 pm every day and teams are expected to work flexibly in regards to their start and end times, subject to the needs of the learners and the wider team, and hours can fall outside of the core hours detailed above.

PERSON SPECIFICATION

POST: Lecturer in Foundation Programme

DIVISION: Maths and English

		Essential (E) Desirable (D)	To be identified by:
<u>QUALIFICATIONS</u>			
1	Degree or equivalent level qualification	D	Application form
2	Recognised teaching qualification	D	Application form
3	Higher degree or equivalent level qualification in a relevant subject/discipline	D	Application form
4	Appropriate Assessor and Verifier qualifications such as AI/VI or prepared to gain within 12 months	E	Application form
<u>KNOWLEDGE</u>			
1	Knowledge of current issues in Further Education relating to the curriculum area	E	Application form/ Interview
2	Knowledge of curriculum to support Foundation level students	E	Interview
<u>EXPERIENCE</u>			
1	To demonstrate a record of high rates of student retention and achievement	E	Application form
2	Ability to display excellent teaching skills	E	Application form/ Interview
3	Experience of supporting Foundation level students	D	Application form/ Interview
4	Experience of acting as course tutor	D	Application form/ Interview
<u>PERSONAL</u>			
1	Excellent communication and administrative skills	E	Interview
2	Experience of using technology in the classroom	D	Interview

3	Willing to enhance IT skills in accordance with the requirements of the College	E	Interview
4	Commitment to ongoing professional development	E	Interview
5	Enthusiasm for the role of further and higher education in building futures and changing lives	E	Interview
6	Commitment to College's Single Equality Policy	E	Interview

STANDARD COLLEGE REQUIREMENTS

1	Commitment to the delivery of excellent teaching and support to our students	E	Interview
2	Good team working skills and commitment to teamwork.	E	Interview
3	The College is committed to safeguarding and expects all staff to share that commitment	E	Application form/ Interview/DBS/ References
4	Regular and Reliable Service (the College does not wish to appoint individuals with a high sickness record where there is no underlying medical reason)*	E	References/ Occupational Health Assessment

**Note this does not affect any individual's rights under the Equality Act 2010, the College would wish to promote the recruitment of disabled staff and would endeavour to make reasonable adjustments where practical. Disabled staff who meet the essential criteria will be guaranteed an interview.*