

JOB DESCRIPTION

POST TITLE	:	Lecturer in Early Years/Teaching Assistant
SALARY	:	Up to £40,665
RESPONSIBLE TO	:	Head of Science Health and Education
CLOSING DATE	:	5.00pm, Monday 12 October 2026
INTERVIEW DATE	:	Tuesday 30 October 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 deliver 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, 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.

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 Early Years/Teaching Assistant

DIVISION: Science Health and Education

<u>QUALIFICATIONS</u>	Essential (E)/ Desirable (D)	To be identified by:
1 Degree or equivalent level qualification in a relevant discipline	D	Application form/Interview
2 A recognised teaching qualification or willing to work towards	E	Application form/Interview
3 Assessor and verifier qualifications or willing to work towards	E	Application form/Interview
<u>KNOWLEDGE</u>		
1 Knowledge of current issues in Early Years relating to the curriculum area	E	Application form/Interview
2 Knowledge of current qualifications in the sector	D	Application form/Interview
3 Knowledge of Quality Assurance systems relating to the curriculum area and sector	D	Application form/Interview
4 Awareness of Safeguarding Legislation	E	Application form/Interview
<u>EXPERIENCE</u>		
1 Experience of successful teaching of Early Years/Teaching Assistant Programmes for adult learners	E	Application form/Interview
2 Experience of delivering tutorial/pastoral care to a group of students	D	Application form/Interview
3 Experience of employment within a school	E	Application form/Interview
4 Substantial experience of working in Early Years	E	Application form/Interview

PERSONAL

1	Excellent communication and administrative skills	E	Interview
2	Experience of using intranet and IT	E	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 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 teamworking skills and commitment to teamworking	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. The College wishes to promote the recruitment of disabled staff and would endeavour to make reasonable adjustments where practical. Disabled applicants who meet the essential criteria will be guaranteed an interview.*