

LINCOLN COLLEGE JOB DESCRIPTION

Post Title:	Lecturer in Education and Early Years	Post Number:	LC2024P
Daily Supervision:	Curriculum Lead Care and Early Years	Grade:	Lecturer Scale 1 - 5
Department:	AP HEART, Health and Care	Last Updated:	February 2025

Our Purpose:

To be an extraordinary employer-led organisation; producing a highly skilled and productive local workforce.

Our Mindset:



Job Purpose:

This is an exciting time to join the team, as we look to continually grow our provision. You will provide the highest quality educational experience in Early Years and Childcare programmes, using vocational knowledge and experience to deliver teaching, learning and assessment that inspires students and prepares them for progression to employment in the sector or higher education.

To contribute to the development of the curriculum in line with local, regional and national needs and contribute to the positioning of these courses as the premier local choice for Early Years and Childcare students.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

1. To contribute to teaching across Early Years and Childcare related programmes at Level 1, 2 and 3. More specifically, teaching learners on T Level foundation and T Level level 3 programmes.
2. To contribute to the development of specialist disciplines, helping to maximise achievement rates and generate successful progression into the industry.
3. To promote the development of English and maths skills within programmes of study.
4. To potentially carry out the role of a Personal Tutor as required.
5. To contribute to the development of new programmes.
6. To liaise with awarding bodies and external examiners / verifiers.
7. To contribute to industry engagement and the development of work related learning experiences
8. To assist with the operational and commercial development of the department.
9. To liaise with schools, parents, universities and / or employers as appropriate, to optimise student progression.
10. To contribute to the process of programmes marketing and the recruitment and selection of students.
11. To contribute to the student enrichment programme.
12. To participate in any cross-college / working party groups as from time to time may be established.
13. To maintain learning, assessment and teaching quality through critical self-reflection and collegial activity.
14. To contribute to the quality assurance aspects of the programmes including being an IQA, working with exam boards, submitting results and being actively involved in the examination processes of T Level programmes.
15. To accept responsibility for the implementation of the College's Equal Opportunities policy throughout all personal contacts in the College and within this area of responsibility.
16. To maintain professional standards and expertise by undertaking relevant professional development, including ensuring that knowledge regarding changes to relevant legislation is kept up to date.
17. To maintain quality standards appropriate to the post.
18. To conform with the Health and Safety requirements relevant to the post.
19. To be responsible for the safeguarding and promoting the welfare of children wherever applicable within the role.

N.B. This is not a complete statement of all duties and responsibilities of this post. The postholder may be required to carry out other lawful and reasonable duties as directed by a supervising manager.



PERSON SPECIFICATION

	Knowledge	PSM
1	Honours degree in Early Years / Childcare or related subject.	A / I
2	Certificate in Education, PGCE or equivalent or the ability and willingness to obtain a level 4 professional teaching qualification within 2 years of commencing employment (4 Years for fractional posts)	A / I
3	Higher level degree in related subject	A / I

	Skills/Abilities – Interpersonal	PSM
4	The ability to teach and manage learning across a range of Early Years / Childcare related programmes from levels 1-6	A / I
5	The ability to communicate effectively to a wide range of people	A / I
6	Good presentation skills	A / I
7	The ability to respond to individual learning needs	A / I
8	The ability to work in a non-discriminatory manner	A / I

	Experience	PSM
9	Proven competence of teaching on Early Years / Childcare related programmes including T Level delivery in Education and Childcare	A / I
10	Personal tutorship within further education programmes	A / I
11	Proven competence of assessing learners with a variety of methods within a vocational based context.	A / I
12	Relevant industrial or practitioner experience in a Early Years / Childcare related setting	A / I

	Work Related Circumstances	PSM
13	The ability and willingness to undertake relevant staff development	A / I

	Skills/Abilities - Other	PSM
14	Good organisational / planning skills	A / I
15	Appropriate level of IT skills to undertake relevant duties i.e. Word and PowerPoint as well as evidence of using a VLE platform	A / I
16	Responsibility for safeguarding and promoting the welfare of children wherever applicable	A / I
17	Ability to travel across sites and locations	A / I

Prepared By:	Steve Horsfield – Assistant Principal in HEART, Health and Care
Date:	January 2025

Proposed Selection Method Key (PSM)		
A = Application	I = Interview	T = Test

