

LINCOLN COLLEGE JOB DESCRIPTION

Post Title:	Lecturer in Education and Early Years	Post Number:	LC1351P
Daily Supervision:	Curriculum Lead – Care and Early Years	Grade:	Lecturer Scale 1-4
Department:	HEART, Health and Care	Last Updated:	April 2025

Our Purpose:

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

Our Mindset:



Job Purpose:

To 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.

The post is based at Lincoln College, but could involve teaching at other centres.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

1. To teach on early years education and childcare related programmes at Level 1, 2 and 3, including T level qualifications.
2. To contribute to the development of specialist disciplines, helping to maximise achievement rates and ensure positive destinations.
3. To promote the development of English and maths skills within programmes of study.
4. To liaise with parents where required, to ensure each learner is maintaining suitable performance and progress on their courses.
5. To contribute to the development of new programmes of delivery in alignment with the strategic plans of the college.
6. To liaise with awarding bodies and external examiners / verifiers, and support in the internal verification processes.
7. To contribute to industry engagement and the development of work related learning experiences, helping to ensure that programmes of delivery remain current and relevant for learner progression.
8. To assist with the operational and commercial development of the department.
9. To liaise with schools, universities and / or employers as appropriate, to optimise student progression.
10. To contribute to the organisations process of programmes marketing and the recruitment and selection of students.
11. To contribute to the student enrichment programme through the planning and conducting of student trips and visits.
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 promote the development of the Equal Opportunities Policy throughout all aspects of employment.
15. To develop and maintain quality standards appropriate to the post.
16. To maintain professional standards and expertise by undertaking relevant professional development.
17. To conform with the Health & Safety requirements to the post.
18. 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	A / I
10	Previous pastoral responsibilities in ensuring that learners make successful progress on their courses.	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	Willingness to drive across multiple campuses to work	A / I

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

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

