

Lecturer in Geography

Job Description

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

Main Purpose of Job:

To provide innovative and engaging training and assessment of learners up to level 3, support learner progress through assessment in the workplace and curriculum delivery 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 satisfaction;
- Is effective, efficient and provides excellent value for money;
- Reflects the vision, mission, aims and values of the College;
- Is innovative, developmental and sector leading; *and*
- 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 of work (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 manager by the start of the course.
- (5) Complete promptly and accurately all class records including the register of attendance and tracking of learner progress against targets.
- (6) Report any variations to the agreed class timetable to the appropriate Assistant Director of Faculty and obtain permission for any long term or planned changes.
- (7) Keep records as required of all learner 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 learners), enrolment, induction and providing management information as required.
- (13) Participate in the Course and Departmental Self-Assessment Reporting process

Generic Duties and Responsibilities

- (14) Support and promote a culture of innovation, excellence and equality.
- (15) Comply with College policies, procedures and agreements.
- (16) Contribute to the risk management of the College.
- (17) Support and follow the College's strategies on equality, diversity and safeguarding.
- (18) Undertake appropriate staff development activities that support personal development and the changing needs of the College and its environment.
- (19) Be aware of, and responsive to, the changing nature of the College and adopt a flexible and proactive approach to work.
- (20) 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.

*This post is based at South Cheshire College however there may be the need to carry out vocational assessments and associated duties off site.

This Job Description is current as the date shown. In consultation with the post-holder, it is liable to variation to reflect changes in the job.

Lecturer in Geography

Person Specification



Cheshire College
South & West

*Test = Skills Test/Knowledge Test/Micro Teach/Presentation

	Assessment Method					
	Application Form	*Test	Interview and	Psychometric	Qualification Certificates	References
Education and Qualifications						
<u>Essential</u>						
• Teacher trained (<i>PGCE, DTLLS or CertEd</i>) or commitment to work towards	✓				✓	
• Level 3 qualification (<i>or equivalent</i>) in Geography	✓				✓	
• Evidence of ongoing professional development	✓				✓	
<u>Desirable</u>						
• Level 4 or higher qualification (<i>or equivalent</i>) in occupational related area	✓				✓	
• Other qualifications in a related subject	✓				✓	
Skills and Experience						
<u>Essential</u>						
• Excellent teaching, learning and assessment skills		✓	✓			
• An understanding of and an ability to deliver excellent customer service to internal and external customers	✓	✓				✓
• Excellent IT and organisational skills	✓					
• Understanding of equality, diversity and inclusion in working and learning environment	✓	✓	✓			
• Ability to promote learning and opportunity for all	✓	✓				

	Assessment Method					
	Application Form	*Test	Interview and	Psychometric	Qualification Certificates	References
*Test = Skills Test/Knowledge Test/Micro Teach/Presentation						
Desirable						
<ul style="list-style-type: none"> Up to date practical work experience and occupational competence in a wider range of disciplines/processes 	✓	✓	✓			
<ul style="list-style-type: none"> Ability to teach another subject area 	✓				✓	
Personal Attributes						
Essential						
<ul style="list-style-type: none"> Excellent inter-personal skills with ability to develop positive working relationships at all levels (<i>internally and externally to College</i>) and to translate ideas into actions 	✓		✓			
<ul style="list-style-type: none"> Emotional intelligence, self-awareness and confidence 		✓	✓			
<ul style="list-style-type: none"> Accuracy and attention to detail 	✓					
<ul style="list-style-type: none"> Excellent organisational skills, ability to prioritise and work effectively under pressure 			✓			✓
<ul style="list-style-type: none"> Flexible approach to working 			✓			✓
<ul style="list-style-type: none"> Demonstrate an understanding and commitment to equality, diversity and inclusion in both the work and learning environment 			✓			✓
<ul style="list-style-type: none"> Commitment to on-going professional development 	✓					✓
<ul style="list-style-type: none"> An understanding of their responsibilities relating to the safeguarding of young people and vulnerable adults 			✓			
Special Factors						
<ul style="list-style-type: none"> Enhanced DBS check 						

Updated: August 2025