



# PLUMPTON

## COLLEGE

Lecturer – Wine	
Reporting to:	Assistant Curriculum Manager
Working Hours:	Part time at 0.4 – 6-months fixed-term
Salary:	£30,717 - £35,496 (Point 23 – Point 28) pro rata for part-time hours
Position Code:	PC A1T and A1
Annual Leave:	37 electable days plus 8 statutory days pro rata for part-time hours

### Job Purpose

To cover maternity leave and contributing to a dynamic and dedicated team at Plumpton College, delivering high-quality education to the next generation of leading winemakers and viticulturists who will lead the industry nationally and internationally in the future. By delivering highly effective teaching, learning and assessment and support students in reaching their full potential and to achieve timely success and progress toward further study or employment. The ideal candidate will be able to demonstrate a profound knowledge of wine components, wine chemistry, wine production, wine analysis, and quantitative and qualitative statistics.

### Duties and responsibilities of the job

#### 1. Teaching, Learning and Assessment

a.	As directed by the line manager and the Director of Wine, plan, prepare, teach, assess, report and monitor to ensure each highly effective lesson to a consistently good standard.
b.	Conduct initial assessments and record within the Student Individual Learning Plan, adapt teaching delivery to meet the requirements of the plan and monitor student progress frequently and report to Programme Manager.
c.	Work to ensure high levels of student attendance in all sessions and prompt completion of registers.
d.	Effectively use schemes of work and lesson plans in line with college processes.
e.	Use and apply modern technology in TLA to enhance the learning experience and support progress for students, e.g., specialist software/resources, working to the college VLE standards.
f.	Ensure cohesive assessment plans are in place for all students across your allocated teaching to ensure effective student progress.

g.	Set exams, homework and extension activities for individual students and provide timely, and constructive feedback to students to support progress.
h.	Mark and assess course work and provide effective verbal and/or written feedback to support progression in line with awarding organisation requirements and college processes.
i.	Monitor tracking of individual student progress across programme(s) and ensure action is taken to improve progress where possible.

## 2. Quality Improvement

a.	Attend team meetings to monitor and standardise practice, share information and good practice, and plan and implement improvements.
b.	Support students to participate in student forums and surveys and collate programme(s) 'student voice' feedback to support action planning for continuous improvement.
c.	Ensure and maintain standards and quality by engaging with and using the college quality systems.
d.	Contribute to the evaluation of TLA procedures to enhance the student experience and support Continuous Professional Development (CPD).
e.	Be accountable for contributing to programme(s) key performance indicators (KPIs) and their improvement.
f.	Ensure teaching and related files are complete and up to date.
g.	In liaison with line manager and the Director of Wine r, undertake the role of IV as required.
h.	Contribute to the Programme Team Review, including a Quality Improvement Plan for the programme(s) allocated.
i.	Contribute to the programme development by providing subject specialist information.

## 3. Continuous Professional Development

a.	Participate in staff development activities to support Continuous Professional Development (CPD) and keep a Professional Development Portfolio (PDP) to evidence personal development and impact on practice.
b.	Actively participate in the College performance management processes, including appraisals to support personal and professional development and enhance student experience.
c.	Complete all mandatory training as required in line with college expectations.

## 4. Other responsibilities and duties

d.	Participate in staff and student recruitment campaigns, interviews, Open Days and promotional/information events.
e.	Work with employers and other stakeholders as required to develop and deliver high quality curriculum.
f.	Comply with the departmental operating plan and contribute to action plans as needed.
g.	Ensure all safeguarding policies and procedures are followed.
h.	Any other duties connected with the post as are reasonably required from time to time.

## Qualifications / Skills / Knowledge / Qualities

It is crucial that the successful candidate shares our student-focused values, equality of opportunity and parity of esteem for staff and students.

At Plumpton College we are:

- Ambitious and Progressive
- Enterprising
- Professional
- Passionate about everything we do
- Supportive

<b>Essential criteria for the post</b>
Hold a Viticulture and Oenology degree
Have relevant experience working in a commercial vineyard and winery for at least 2 years
Hold a relevant teaching qualification for level of programme/course or be willing to gain a relevant formal qualification.
Show evidence of or potential to teach to a consistently good or better standard.
Sector / industry experience and/or evidence of specialist subject knowledge in key areas.
Demonstrate a strong desire to work collaboratively as part of a high performing team.
Have a strong desire to see students succeed, evidenced by good or better key performance indicators for allocated programme(s).
Clear understanding of the needs of students and how these may be met.
Demonstrate a clear understanding of the factors affecting student welfare and best practice in maintaining and enhancing student behaviour and safeguarding.
Excellent communicator with highly developed interpersonal skills.
Willing and able to develop curriculum, teaching and learning materials in subject specialisms as part of continuous development.
Comprehensive and well-developed IT skills.
Skills and experience in problem solving and a flexible and adaptable approach.
Adaptable and flexible approach to change.
<b>Desirable criteria</b>
Research experience with knowledge statistical analyses.
Hold a relevant MSc or PhD.
Experience of teaching and learning.
Have experience running sensory panels.

## CONDITIONS OF EMPLOYMENT

### Teaching

This is a teaching post, and the total number of teaching hours undertaken will depend on the nature of the teaching (practical / theory) and the size of classes and any other allocated responsibilities.

### **Working Hours**

Basic working hours are from 08.30 to 17.00 Monday to Friday, but some flexibility will be required to meet the needs of the business. This is an all-year-round post. There will be some evening and weekend working required to support faculty activities, and whole college recruitment and promotional events. There are opportunities for part-time / flexible hours so actual hours will be agreed with the successful candidate.

### **Annual Leave**

The holiday year is from 1 September - 31 August each year. The annual leave entitlement for this role is 37 working days, 8 bank holidays and efficiency days as stipulated by the Senior Management Team. Annual leave is subject to operational requirements and should be planned and approved by your line manager. Annual leave must be booked on our online HR and Payroll system.

### **Continuous Professional Development (CPD)**

This post will be entitled to CPD for industrial updating, personal and professional development. All CPD must be planned, approved, and scheduled with your line manager.

### **Benefits**

The candidate appointed to the post will automatically become a member of the Teachers' Pension Scheme (TPS) and pay contributions as determined by annual salary levels. The pension scheme includes life assurance cover, and the College will also pay a contribution towards your pension. There is also complimentary on-site parking and a subsidised on-site dining facilities.

### **Equality and Diversity**

Plumpton College is committed to the promotion of equal opportunities and is dedicated to pursuing non-discriminatory policies and practices and eliminating unfair discrimination on any basis. This means that no job applicant will receive less favourable treatment than another on grounds of gender, marital status, age, racial origin, disability, sexual orientation or political or religious beliefs.

### **Criminal Record Check via the Disclosure Procedure**

The Rehabilitation of Offenders Act 1974 gives individuals the right not to disclose details of certain old offences when asked about their criminal record as they may be defined as 'spent'. There are exemptions to this if the individual is offered a post which involves contact with children or regular work at an establishment exclusively or mainly for children.

The post you have applied for falls into this category and, therefore, requires a criminal background check.

If a job offer is made, you will be asked to apply for a DBS Disclosure Certificate. The DBS Disclosure Certificate will contain details of current and "spent" convictions, cautions, reprimands or warnings held on the Police National Computer, excluding certain specified old and minor offences.

The DBS Disclosure will also indicate whether information is held on government faculty lists of those individuals who are barred from working with children or vulnerable adults (if applicable).

The post-holder cannot begin employment with the College until the DBS Disclosure Certificate is received and considered by the Principal.