**Person Specification**

Job title: **Lecturer in Early Years (Bank)**

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|  | **Essential (E)/ Desirable (D)** | | **How assessed**  **Application (A)**  **Interview (I)**  **Task (T)** |
| **Education, professional training, and qualifications** | | | |
| **BA in Early Years or a related subject (or equivalent).** | E | | A |
| **You must have substantial experience of working within the early years sector and with students in the early years field, and hold a relevant higher degree (Master’s) OR have a relevant undergraduate degree and be actively working towards a master’s degree** | E | | A |
| **HE Teaching Qualification ie: cert.Ed or PGCE.** | D | | A |
| **HEA/Advanced HE Fellowship.** | D | | A |
| **Experience and specialist knowledge** | | | |
| **HE/ FE teaching experience especially with Early Years students** | E | | I |
| **Supporting students in their studies** | E | | I |
| **Virtual Learning Environment (VLE) experience.** | E | | I |
| **Experience working with babies, young children and families.** | E | | A/I |
| **A willingness to/ emerging evidence of, writing for publication and at disseminating research findings through seminar papers and presentations.** | E | | A/I |
| **Experience of successfully self-managing own contribution to teaching, research and administration (and to collective research if relevant).** | E | | A/I |
| **Experience of/ willingness to take on the role of external examiner to teaching programmes in other higher education institutions or can demonstrate relevant advisory roles.** | E | | A/I |
| **Experience of acting as a personal tutor** | D | | I |
| **Experience of teaching health related topics.** | D | | A/I |
| **Experience of working with Lecture Capture system for delivering sessions** | D | | A/I |
| **Skills and abilities** | | | |
| **Well-developed skills allowing clear communication of complex information, both verbally and in writing.** | E | | A/I/T |
| Computer confident with good IT skills using Microsoft Office. | E | | T |
| High level of attention to detail. | E | | A/T |
| Excellent interpersonal skills, able to build rapport when meeting new people. | E | | I |
| Highly effective organisational and time management skills. | E | | A/I |
| Ability to assess and evaluate concepts/ theories in order to develop new and original solutions | E | | A/I |
| Proactive team player. | E | | I |
| Evidence of being able to work successfully with colleagues and students, including the ability to coordinate the work of other staff and supervise the work of students. | E | | I |
| Able to work in and adapt to a fast-paced environment. | E | | A |
| Able to problem solve and develop solutions. | E | | I/T |
| Ability to use a range of blended learning techniques including the interactive whiteboard, PowerPoint, VLE, etc. | E | | I/T |
| Experience of and the ability to manage change positively. | E | | I |
| **Personal qualities** | | | |
| Discreet and can maintain confidentiality. | E | | I |
| Can act on own initiative within specified boundaries. | E | | A |
| Proactive in pursuit of work to its completion. | E | | I/T |
| Flexible in approach to work. | E | | I |
| Evidence of success in stimulating and encouraging the commitment to learn in others. | E | | I/T |
| Cares and demonstrates a commitment to the success of learners within a safe and positive learning environment. | E | | I/T |
| Demonstrates a commitment to supporting a customer focussed and student-centred learning experience. | E | | I/T |
| Possess well-developed interpersonal skills and can communicate effectively and appropriately with people from a wide range of backgrounds with a caring and professional manner. | E | | I/T |
| Demonstrable commitment to equality of opportunity and the ability to challenge behaviours which do not positively advance the diversity agenda | E | | I |
| Demonstrable experience of representing the values of an organisation in daily life | E | | A/I |
| Demonstrates a positive attitude, professionalism, passion and energy | E | | I |
| Motivated and committed to continuous improvement for self and colleagues | E | | A/I |
| Demonstrates willingness to immerse into the life and culture of Norland | E | | I |
| Willingness to become part of the Norland community by engaging and participating in college-wide activities and being a positive role model to others | E | | I |
| Demonstrable experience of upholding the values of Norland and the Norland Code of Professional Responsibilities | D | | A/I |
| **Unusual post requirements** | | | |
| Occasional Saturday working to cover college Open Days and other Norland events | | E | I |

Key: **Role specific** Generic