



About the Role – Employment Details

Post Number	A105a
Job Title	First Steps Programme Lecturer
Salary	£27,432.30 - £40,795.26 per annum
Contract Type	Full Time/ Permanent
Campus	Gloucester/Cinderford/Cheltenham
Department	Sport, Business, Public Service, Travel & Tourism, First Steps
Responsible To	Head of School
Holiday	38 days per annum, plus 3 days Christmas closure

About the Role – Meet the Team

Are you passionate about inspiring the next generation of young people? We are seeking an enthusiastic and dedicated professional to deliver teaching on our First Steps programmes.

This is an excellent opportunity to join our First Steps team, working with learners who enter college with few or lower-level qualifications. The successful candidate will have a strong commitment to supporting young people, helping them to build confidence, achieve their goals, and progress successfully within the college environment. The ability or desire to also teach either English or maths functional skills would be an advantage.

We deliver engaging, career-focused programmes that prepare students for university, apprenticeships, or direct entry into the workforce. Our curriculum is designed with progression in mind, combining academic learning with practical experience to support a wide range of aspirations.

This role involves supporting young people who may have struggled in traditional education settings, including those who have been out of school or educated at home. It requires a patient, empathetic, and non-judgmental individual who can build trust and positive relationships, often with learners who may lack confidence or feel disengaged from learning. The person in this role should be adaptable and creative, able to tailor approaches to meet diverse needs and re-engage young people through practical, relevant, and motivating activities. Strong communication skills, resilience, and a genuine commitment to helping individuals achieve their potential are essential, alongside an understanding of the barriers these young people may face.

As a teacher in our department, you'll play a key role in delivering high-quality, inclusive education, with the opportunity to take on course leadership responsibilities. You'll help shape curriculum content, support student development, and contribute to a collaborative team dedicated to student success.

If you're enthusiastic about education, skilled in your subject area, and ready to help learners thrive in business and travel industries, we'd love to hear from you.





About the Role – Duties and Responsibilities

Learning and teaching

- Provide learning and assessment activities which meet curriculum requirements and the aims and needs of all the learners.
- Plan and use a range of effective and appropriate teaching and learning techniques to engage and motivate learners and encourage independence and learner autonomy.
- Select and develop a range of effective resources, including appropriate use of new and emerging technologies ensuring they are inclusive, promote equality and engage with diversity.
- Establish a purposeful and motivating learning environment where learners feel safe, secure, confident and valued.
- Establish and maintain procedures with learners which promote and maintain appropriate behaviour, communication and respect for others, while challenging discriminatory behaviour and attitudes.
- Use listening and questioning techniques appropriately and effectively in a range of learning contexts.
- Provide opportunities for learners to understand how the specialist area relates to the wider social, economic and environmental context.
- Work with learners to address particular individual learning needs and overcome identified barriers to learning.
- Evaluate the efficiency and effectiveness of own teaching, including consideration of learner feedback and learning theories.
- Use mentoring and/or coaching to support own and others' professional development, as appropriate.
- Evaluate and improve own communication skills to maximise effective communication and overcome identifiable barriers to communication.
- Collaborate and communicate appropriately with colleagues and external agencies to encourage learner progress.
- Work with colleagues with relevant learner expertise to identify and address literacy, language and numeracy development in own specialist area.

Assessment

- Devise, select, use and appraise assessment tools, including where appropriate, those which use new and emerging technologies.
- Develop, establish and promote peer and self-assessment as a tool for learning and progression.
- Design and apply appropriate methods of assessment fairly and effectively.
- Apply appropriate assessment methods to produce valid, reliable and sufficient evidence.
- Collaborate with others, as appropriate, to promote equality and consistency in assessment processes, participating fully in internal and external verification.
- Ensure that learners understand, are involved and share in responsibility for assessment of their learning.
- Contribute to the organisation's quality cycle by producing accurate and standardised assessment information and keeping appropriate records of assessment decisions and learners' progress.





Professional values and practice

- Use opportunities to highlight the potential for learning to positively transform lives and contribute to effective citizenship identifying the transferable skills they are developing, and how these might relate to employment opportunities.
- Encourage learners to recognise and reflect on ways in which learning can empower them as individuals and make a difference in their communities.
- Share good practice with others and engage in continuing professional development through reflection, evaluation and the appropriate use of resources.
- Conform to statutory requirements and apply codes of practice including appropriate consideration of the needs of children, young people and vulnerable adults and equality of opportunity.
- Keep accurate records which contribute to organisational procedures.
- Evaluate own contribution to the organisation's quality cycle.

Access and progression

- Refer learners to information on potential current and future learning and career opportunities and appropriate specialist support services.
- Provide learners with appropriate information about the organisation and its facilities, and encourage learners to use the organisation's services, as appropriate.
- Provide effective learning support, within the boundaries of the teaching role.

About the College – Our Expectations

- Take an active part in Professional Development Conversations (PDC)
- Engage with all relevant Health & Safety regulations and assist the College in the implementation of its own Health & Safety Policy
- Actively promote the College's Equality and Diversity Policy
- Actively promote the College's Safeguarding Policy and Practices
- Support the College's sustainability policies and recognise the shared responsibility of carrying out duties in a resource efficient way
- Participate in enrolment
- Participate constructively in college activities and to adopt a flexible approach to your work.
- Undertake a first-aid qualification and participate in the first aid rota, as required.
- Undertake any other relevant duties as specified by your line manager commensurate with the level of this post





About You

Our Shortlisting Criteria

Essential	<ul style="list-style-type: none"> – Relevant industry experience working within your specialism – Experience of working in an FE environment or similar experience – Qualified to degree level or equivalent in related subject – PGCE or DTTLs or Certificate in Education (or willingness to complete). – Minimum GCSE grade C or equivalent Level 2 in English and mathematics (or willingness to complete) – Willingness to undertake Equality and Diversity and Safeguarding training
Desirable	<ul style="list-style-type: none"> – Prior teaching experience to both apprentices and Full-Time students – Ability to teach functional skills English or maths, or willingness to do so

The Perfect Person for us will demonstrate

Abilities	<ul style="list-style-type: none"> – Motivate and inspire young people to want to achieve their individual learning aims and qualifications – Manage and handle conflict and challenging behaviour as it arises both inside and outside the classroom – Excellent team player with good communication skills, including written, oral and non-verbal communication – Communicate effectively and appropriately using different forms of language and media, including new and emerging technologies – To manage own time effectively by planning and prioritising own work load and reacting positively to changes as they occur – Provide constructive feedback to learners and colleagues where appropriate
Job Circumstances	<ul style="list-style-type: none"> – Able to travel between college sites (if required) – Undertake any training required for the role – Hold an Enhanced DBS check with child barred list check or be willing to undertake a check. – This job description outlines the main duties at the time it was written. Tasks may change, but the role's overall nature and responsibility remain the same. These changes are normal and don't justify a change in the post's grading.

