



## JOB DESCRIPTION

<b>Job Title:</b>	<b>Lecturer</b>
<b>Responsible to:</b>	<b>Curriculum Manager</b>
<b>Accountable to:</b>	<b>Curriculum Director</b>

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### Job Purpose

To deliver high quality teaching, learning and assessment to ensure successful learner outcomes.

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### Key Responsibilities

- Teach students enrolled on a range of courses as assigned by the Curriculum Manager.
- Operate within the Quality Assurance framework.
- Manage courses or parts of courses as required including administration and organisation.
- Assess students by the formal or informal methods required, by external examining bodies and internal procedures.
- Contribute to curriculum innovation, development and implementation.
- Assist in the implementation of pastoral and welfare systems provided for students.
- Maintain and update teaching expertise and vocational skills and develop expertise and skills to ensure the best outcomes for learners.

### Specific Duties

#### Teaching

- Lecture, conduct seminars or use other teaching methods as designed or selected as the appropriate learning mode to motivate and inspire learners to achieve.
- Plan and deliver effective teaching and learning programmes and write schemes of learning and lesson plans in line with the College standards.
- Promote the benefits of technology and support learners in its use.
- Supervise practical activities, workshops and work placements as appropriate.
- Facilitate learning by selecting material and methods appropriate to student needs and course level to deliver a flexible learning programme.
- Design and moderate assignments and marking schemes and ensure the provision of constructive and timely feedback verbally and on marked work to support progression and achievement.
- Maintain accurate tracking of learner achievement in Markbook.
- Ensures appropriate classroom standards and resources to support teaching and learning.

## **Management**

- Participate in the selection process of prospective students.
- Lead other staff assigned to teaching duties on courses for which the postholder has been assigned responsibility.
- Administer appropriate records, registers and timetables, so that they are accurate and available on demand to College administration and external agencies.
- Assist with marketing, induction of students, evaluation and other administrative and promotional tasks, as required by the Curriculum Manager to support particular courses or programmes.
- Organise resources for effective teaching administration and assessments.
- Administer necessary Health and Safety procedures.

## **Assessment**

- Invigilate examinations as required.
- Prepare assignments and examination questions and assignment materials as required by external bodies and leaders.
- Mark, grade and give written or verbal assessments as required and meet all assessment deadlines.
- Liaise with external examiners/internal and external verifiers as required.
- Internally verify a range of courses as assigned by the Curriculum Manager.

## **Curriculum**

- Participate in curriculum reviews, innovation and change in response to College or external agency needs or demands.
- Develop the curriculum through leadership or co-operation in development activities related to courses for which the post holder has been assigned responsibility.
- Implement curriculum change resulting from innovation and development.

## **Pastoral and Welfare**

- Establish and maintain relationships with individual students and groups to facilitate awareness of problems and difficulties.
- Identify students in need of pastoral and welfare support and advises within the limitations of personal competence or refers students to appropriate agencies.
- Prepare and submit reports to internal and external authorities concerning students' progress, attainment, personal qualities, interests, employment potential, difficulties and discipline.
- Maintain awareness and knowledge of current student support services provided by the College and external agencies.
- Share in the responsibility for ensuring good standards of student behaviour and taking appropriate disciplinary action.

## **Professional Development**

- Develop expertise and skills to ensure the best outcomes for learners.
- Respond to identified personal and professional needs in curriculum knowledge, teaching methodology, management and organisational skills, by undertaking self-directed learning, research and training as appropriate or required.
- Attend and participate in regular internal CPD to develop and maintain teaching and learning skills and expertise.
- Maintain and update teaching and training expertise and vocational skills through collaboration with employers.

## **Responsibilities Common to all Staff**

- To establish, maintain and develop professional working relationships with colleagues.
- Follow all agreed Quality Assurance Mechanisms operating within the College and contribute generally to the establishment and development of a quality provision/service.
- The College operates a Performance Management Review Scheme through which objectives and development plans are agreed. All staff are required to participate in the scheme and, with their manager, are jointly responsible for the completion of agreed actions.
- The College is keen to ensure the health and safety of students, staff and visitors. All staff are responsible for complying with the Health and Safety at Work Act 1974 and ensuring no-one is affected by individual acts or omissions.
- The College aims to be a place in which people can work and study free from discrimination. All staff and students are required to comply with the College's Single Equality Scheme.
- To contribute to the College's Mission, Vision, Values and British Values.
- To be aware of, and responsive to the changing nature of the College and adopt a flexible and proactive approach to work.
- All employees are required as part of their duties to accept responsibility for safeguarding, Prevent and promoting the welfare of children and vulnerable adults.

## **Review Arrangements**

- This job description is not a rigid specification but identifies main responsibilities which will be amended in the light of organisational need and in discussion with the postholder.

## PERSON SPECIFICATION

- Degree or equivalent in subject area
- Teaching qualification
- Good lesson observation grades (Grade 2 or above)
- Ability to inspire, motivate and raise aspirations of learners through enthusiasm and knowledge
- Previous successful teaching experience
- Creative and innovative
- Experience of building positive and collaborative relationships with colleagues and learners.
- Reflective
- Strong and up to date subject and teaching, learning and assessment knowledge
- Ability to work under pressure and to deadlines
- Good understanding of the benefits of technology and ability to support learners in its use.
- Problem solving ability
- Flexible approach to work
- Inclusive in approach
- To contribute to and maintain College values
- Must demonstrate suitability to work with children and vulnerable adults