

## **ROLE DESCRIPTION**

**1. JOB TITLE:** Lecturer

### **2. CONTEXT**

The post holder will be based in a School and will teach on a range of courses in subjects appertaining to their skills and experience. It is also expected that the post holder will teach on courses at all levels offered by the school and allied curriculum areas.

### **3. MANAGEMENT ACCOUNTABILITY**

**Responsible to:** Head of School

### **4. MAIN PURPOSE OF JOB**

Plan, deliver and develop high quality learning opportunities for students to help them achieve their learning goals, in accordance with the College's mission, values and ethos.

### **5. DUTIES AND RESPONSIBILITIES**

- 5.1** Teach and manage learning activities on a range of courses provided by the School and associated subjects.
- 5.2** Develop and prepare curricula, course plans, learning materials, assignments, activities and assessments for student learning.
- 5.3** Undertake monitoring and assessment of students' course work, project work and examinations, and maintain up-to-date and accurate records of their progress and achievement. Act as an Assessor or internal verifier, if appropriate.
- 5.4** Participate fully in course team activities and act as leader of a course team or teams as appropriate.
- 5.5** Assist with the admission, enrolment and induction of students.
- 5.6** Organise student placements and visit students in the workplace, as required.
- 5.7** Contribute to the development, promotion and marketing of new courses and new approaches to teaching and learning.
- 5.8** Contribute to the review of learning programmes and to the implementation of quality improvement action plans, as part of the College quality framework.
- 5.9** Provide high quality academic, pastoral and personal support for students, including acting as personal tutor to a group of students.

- 5.10** Contribute to student recruitment through participation in marketing and promotional events, such as open evenings.
- 5.11** Liaise with employers, parents, schools and other organisations as necessary to enable the learning requirements of students to be met.
- 5.12** Supervise students in all contexts on College premises and elsewhere when on College activities.
- 5.13** Undertake regular staff development and professional updating and participate in the College appraisal scheme.
- 5.14** Be familiar with Safeguarding requirements as outlined in the Safeguarding Policy and comply with its requirements to safeguard and protect the welfare of children, young people and vulnerable adults.
- 5.15** Demonstrate commitment and enthusiasm to promote the principle of equality and diversity in employment and service delivery:
- Be familiar with and promote the Equality and Diversity Policy.
- 5.16** All employees have a general duty in law to take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions:
- Understand and be committed to the College's Health and Safety Policy statement and the College's safety priorities and be aware of his/her contribution to such priorities.
  - Be aware of and comply with the health and safety legislation and other College requirements that are relevant to his/her post.

**NOTE: Please be aware that the duties and responsibilities outlined above are not exhaustive and may be varied from time to time after consultation with the jobholder. They do not form part of the jobholder's contract of employment.**