

ROLE DESCRIPTION

JOB TITLE: Hourly Paid Lecturer

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.

3. MANAGEMENT ACCOUNTABILITY

Responsible to: Head of School

Main Purpose of Job

To teach a designated programme of classes in order to meet individual learning needs and promote equality of opportunity.

Duties and Responsibilities

1. Manage students' learning during the class contact period as required by the Head of School, Course Leader and course validating body, to provide an efficient learning programme for the students.
2. Plan and prepare the learning programme and appropriate materials in advance of classes, to ensure the content is interesting, stimulating and relevant.
3. Liaise with other members of the course team to ensure an integrated approach to the course programme, including attendance at course team and other meetings, as appropriate.
4. Ensure that the students understand the aims and objectives of the course.
5. Assess the students' learning needs in order that the stated course aims and objectives are met.
6. Monitor and assess students' performance in order to help and encourage them to achieve the set objectives.
7. Set and mark assignments and course work, including work to be undertaken outside the class time; collect, mark and return such work to the students within a reasonable period of time.
8. Keep a record of work completed by each class and maintain an effective individual record for each student.
9. Provide appropriate educational counselling and guidance for students.

10. Mark the register for each class meeting, maintain it and complete it as required at the end of the course.
11. Complete student and course reports and other records as may be required by the Head of School or Course Leader.
12. Set and mark examination papers or other assessment processes.
13. Be responsible for the safety and conduct of students attending the class.
14. Supervise support staff directly supporting the class.
15. Be responsible for the safe care and use of all College equipment supplied for the use of the class. Report any damage or loss promptly in writing to the Head of School.
16. Attend staff development activities and other meetings as may be required.
17. 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.
18. 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.
19. 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 the post.
20. Perform any other such duties as may reasonably be required by the Principal or Head of School.