JOB DESCRIPTION

Title:	Associate Lecturer
Grade:	Associate Lecturer
Activity:	Regulated
Contact Hours:	Annual maximum: 1080 hours, weekly maximum; 30
Responsible to:	Head of Faculty

Job Purpose

Provide an outstanding student experience through teaching, learning and assessment, enabling students to maximise their potential.

Main Responsibilities

1. Provide teaching, learning and assessment.

1. Teaching, Learning and Assessment:

1.1 Participate in the interviewing, enrolment and induction of students.

1.2 Provide teaching and learning whether in a classroom or a workshop.

1.3 Prepare schemes of work, lesson and assessment plans.

1.4 Provide ongoing assessment and feedback to students by setting and marking work both relevant and appropriate with the course.

1.5 Provide appropriate academic and/or vocational support to individual students, referring them, where appropriate, to other agencies.

1.6 Contribute to the wider enrichment of students and support students pastoral needs.

1.7 Contribute to the maintenance of an effective, efficient and professional learning environment.

1.8 Ensure resource material and teaching reflect best practice, contributing to the quality of provision as measured by retention, attendance, success rates, grades and value added.

1.9 Participate in appropriate quality assurance procedures.

1.10 Prepare learners for a range of accreditation and assessments

1.11 Maintain accurate and detailed student records, including the writing of reports and references.

1.12 Set and monitor Personal Targets and eILPs according to Faculty and College Policy.

1.13 Participate in open evenings, recruitment, trade events, conferences and other marketing events.

2. Additional Duties

2.1 Promote a teaching, learning and working environment that is free from discrimination and where all students and staff are encouraged to express their individuality.

2.2 Be responsible for safeguarding and promoting the welfare of students.

2.2 Undertake such additional duties as may be reasonably required commensurate with the level of responsibility within the College at any of the College's sites or place of work.

2.3 Promote and conduct your professional duties and responsibilities within the parameters of the College's agreed values and aims.

	Essential	How Identified*	Desirable	How Identified*
Experience	Experience of teaching in Further Education.	A		
Skills & Abilities	Excellent verbal and written communication skills. Planning, organisation and time management skills. Ability to motivate and inspire learners. Ability to work to deadlines. Administrative and record keeping skills.	A/I I I I	Demonstrable IT competency.	A/I
Qualifications	Teaching qualification or willingness to work towards one.	A	Professional or academic qualification appropriate to subject area.	A

Personal Qualities	Flexible approach to working arrangements.	I	Willingness to undertake further training if necessary.	I
	Essential	**How Identified***	**Desirable**	**How Identified***
Mandatory Requirements	Commitment to safeguarding and promoting the welfare of children and vulnerable adults in College Commitment to equal opportunities	I I		

***Key: A = Application Form**

I = Interview