

JOB DESCRIPTION

JOB TITLE:	Lecturer in IT
SALARY:	£23.93 per hour
STATUS:	Sessional
DEPARTMENT:	IT
RESPONSIBLE TO:	Head of Department
CAMPUS:	Langley
JOB PURPOSE:	<p>To ensure high quality student learning in Business and Information Technology.</p> <p>To support the Head of Department in delivering high standards of teaching and learning to students through the most effective, efficient and economic use of the College's resources.</p> <p>To comply with the requirements and standards set out in the College's Teaching and Learning Toolkit.</p>

N.B. This job description is current at the date of issue. It will be reviewed annually and may be updated by the Principal.

The main duties and responsibilities of the post include the following:-

1. Effective delivery of a teaching programme within the areas of competence of the post holder paying due regard to student progression towards successful completion.
2. Regular assessment of student progress and preparation of appropriate progress reports.
3. Provide accurate and timely data and information including registers, withdrawals and transfers, assessment and examination results, progress reports.
4. Maintain student morale and discipline inside and outside 'the classroom' within the College site and in conjunction with College management.
5. Keep abreast of curriculum development, syllabus and assessment requirements relevant to the areas of teaching and competence of the post holder.
6. To be a personal tutor for a year group/s or course group/s if and when required.
7. Work effectively within the team/s responsible for devising, reviewing and maintaining effective teaching and learning strategies.
8. Support through the organisation of and/or delivery of extra mural activities necessary to the student's career and personal development.
9. Support and encourage the Course Team's outreach and liaison work within the community and relevant organisations outside the College.

10. Assessment of professional and personal development needs through playing a full part in the College's appraisal and performance management process.
11. Keep up to date in relevant areas of professional expertise through reading; attendance at meetings; visiting industry/commerce; membership of networks as appropriate.
12. Develop and maintain links with industry/commerce within the overall framework of such links throughout the College.
13. Attendance at relevant parents/open evenings.
14. Develop existing and/or new courses together with other members of the team/s.
15. Undertake course co-ordination responsibilities when required.
16. Any other duties commensurate with the grading of this post as may be required from time to time.

NOTE

The post may be based at one of the current College campuses, but the duties of the job may require the post holder to work at any College campus or other location connected with the work of the College. Travel between the college's main campuses will form a requisite part of this post.

It is the College's policy to establish and maintain a Risk Register and a Risk Management Policy. It is a condition of your employment that you become aware of these documents and that you follow the objectives and procedures of good risk management in your areas of work.

The post holder is required to have a commitment to:

- The continuing development and implementation of the College's Diversity & Equality Policy.
- The management of risk within the College
- The health and safety of staff, students and visitors in general and the College's policies and procedures in particular.
- The principles and procedures set out in the College's Safeguarding and Promoting Welfare for Children & Vulnerable Adults Policy.
- The principles and procedures set out in the College's Data Protection Policy

October 2018

PERSON SPECIFICATION

Lecturer in IT

	Essential	Desirable	Source of Evidence
EDUCATIONAL AND PROFESSIONAL QUALIFICATIONS			
Maths qualification at Level 2 (equivalent to GCSE Grade C or above) (please state this in your application form)	✓		AF
English qualification at Level 2 (equivalent to GCSE Grade C or above) (please state this in your application form)	✓		AF
Appropriate Degree and/or vocational qualification or equivalent (please state this in your application form)	✓		AF
An endorsed Teaching Qualification	✓		AF
TDLB / V & A Assessor/Verifier Awards		✓	AF
EXPERIENCE			
Knowledge and evidence of ongoing curriculum development and managing the learning process	✓		IV
Proven experience of teaching within relevant discipline/s and age group to demonstrate an understanding of the learning environment and the support required for a variety of students of differing ability	✓		AF / IV
Experience of delivering levels 1-5		✓	AF/IV
Proven experience of working as a personal tutor		✓	AF
Evidence of motivating, developing and maintaining high levels of student retention and achievement	✓		IV
SKILLS / KNOWLEDGE / ABILITIES			
Evidence of using Microsoft Office, Word, Excel, Outlook and PowerPoint (please state this in your application form)	✓		AF/IV
Proven ability to demonstrate a contribution towards the raising of retention and achievement for own programme/curriculum area.	✓		IV
Flexible approach to working practices and an ability to cope in a changing environment.	✓		IV
Knowledge of the use and impact of ILT as an aid to teaching and learning	✓		IV
Flexible approach to working practices	✓		IV
Demonstrable oral and written communication skills	✓		AF / IV
Proven ability to take initiative and lead a successful team		✓	IV

Evidence of all of the elements marked AF or AF/IV must be present in the application form in order to be shortlisted for an interview

All of the elements marked IV will be assessed at interview

All of the elements marked AF/IV will also be assessed at interview

All or some of the elements may be assessed by the Test/Presentation