



CITY AND ISLINGTON
COLLEGE

JOB REF NO: R00565

CITY AND ISLINGTON COLLEGE

JOB DESCRIPTION

A. TITLE OF POST:	Lecturer in Applied Optics (Full Time – Permanent – 35 hours)
RESPONSIBLE TO:	Ophthalmic Dispensing Manager
GRADE:	Main Grade Lecturer
SALARY:	£27, 472 - £39, 138 (Dependent on teaching experience and history)
CLOSING DATE:	Monday 30 th April 2018

B. PURPOSE OF THE JOB

To facilitate the delivery of the Foundation Degree, Diploma in Ophthalmic Dispensing, and Contact Lens course at the Centre for Applied Science

C. MAIN DUTIES AND RESPONSIBILITIES

In addition to the duties laid down by City and Islington College conditions of service, the post holder will:

1. Teach and assess Ophthalmic Dispensing up to Level 6, in subjects such as: Ophthalmic Lenses, Dispensing, Low Vision, or Contact Lenses
2. Teach and assess up to Level 6 across a range of associated courses and subjects
3. Act as Course Tutor
4. Support students effectively in all aspects of their learning as a subject teacher and course tutor

5. Produce and mark high quality assessments, according to the specifications of the awarding bodies
6. Organise and facilitate internal moderation/verification and quality assurance processes
7. Liaise proactively and effectively with Employers, Universities, Awarding bodies and their representatives
8. Produce high quality course documentation and maintain student records, including individual assessment records
9. React positively to the changing curriculum and help to manage, develop and co-ordinate new and existing courses

D. EXPECTATIONS OF THE POST HOLDER

- Ensure that the College policy for equality and diversity of opportunity is adhered to and promoted in all aspects of the post holder's work
- Ensure effective quality control and continuous improvement in all aspects of the work and responsibilities attached to this post, in keeping with the College's quality assurance procedures and systems
- Undertake responsibilities for safeguarding and protecting the welfare of children and vulnerable adults
- To comply with and promote College Health and Medical Safety policies and procedures and to undertake recommended Health & Medical Safety training as and when necessary
- Be committed to professional self-development, through participation in in-service training as necessary for the successful carrying out of the job
- Undertake such other duties as are commensurate with the grade of the post, as may be reasonably required at the initial place of work or at other locations in the College
- All lecturers appointed to the College can be required to teach a broad range of courses within the curriculum area to a variety of age groups
- Basic Skills and Learning Support (For all teaching and lecturing posts)
- **All teaching staff at the College are expected to support students to develop their English and Maths skills, using teaching, learning and assessment opportunities within the curriculum or through the delivery of Additional Learning Support, to do so.** You will be expected to mark students' work carefully and thoroughly, giving advice on how it could be improved, and also correcting spelling, grammar and vocabulary when necessary.

Newly appointed staff without a Level 2 English and Maths qualification will be supported with in-service training to develop their professional skills to enable them to confidently develop the English and Maths skills of their students.

N.B. This job description is designed to outline a range of main duties that may be encountered. It is not designed to be an exhaustive listing of tasks and can be varied in consultation with the post holder in order to reflect changes in the job or the organisation.

E. PERSON SPECIFICATION

Qualifications and Experience

1. An honours degree in optometry or a qualified dispensing optician with contact lens qualification
2. Hold a teaching qualification or a willingness to work towards one
3. Training or mentoring experience

Knowledge and Understanding

4. Understand how to support students effectively in all aspects of their learning as a subject teacher
5. Understand how to support students effectively as a course tutor
6. An understanding of and commitment to the College's Equal Opportunities policies and a willingness to promote equality of opportunity an all aspects of the work
7. Understand the requirements of course syllabus / course specifications and quality assurance processes

Skills and Abilities

8. Ability to teach Ophthalmic Dispensing and associated subjects up to Level 6, delivering and assessing subjects such as; Optics, Ophthalmic Lenses, Visual Optics, Anatomy, Dispensing, or Contact Lenses
9. Ability to act as a course manager and tutor to one or more groups, and to lead a course team
10. Be able to liaise effectively with employers, universities, awarding bodies and their representatives
11. Ability to produce high quality course documentation and maintain student records, including individual assessment records
12. IT literate, including the ability to use virtual learning environments such as Moodle, and Excel
13. Ability to produce and mark high quality assessments, according to the specifications of the awarding bodies

14. Ability to react positively to the changing curriculum and help to manage, develop and coordinate new and existing courses
15. Be able to support students in all aspects of their learning as a course tutor and subject teacher

Please download a copy of the College's Teaching Standards from <http://www.candi.ac.uk/working-for-us/vacancies/application-information/>. These standards are reflected in aspects of the Person Specification and are assessed in the recruitment process.

When writing your supporting statement please make sure that you cover all the points in the Person Specification using each criterion as a separate heading.