**SELBY COLLEGE**

**JOB DESCRIPTION**

**FT POST OF LECTURER IN IT & COMPUTING**

**CURRICULUM MANAGEMENT AND DEVELOPMENT**

1. Lecturer in Computing and IT to teach on various modules on BTEC Introductory Diploma, BTEC First, BTEC National Extended: plan, prepare and teach as required by your line manager, monitor, review and evaluate student progress.
2. Keep accurate records of students, assessments and resource use
3. Participate in standardisation and verification/moderation as required
4. Be solely responsible for the accuracy of exam entries for the course/subject and liaise with examinations department and external exam awarding bodies as appropriate
5. Keep up to date with any awarding body changes to specifications or assessment requirements
6. Ensure good student behaviour, attendance and punctuality in all academic situations and report indiscipline as necessary to the Subject Area Manager
7. Embed Skills for Life, Equality and Diversity, British Values, PREVENT, Health and Safety and ICT within teaching and learning
8. Assist and advise students on matters relating to career progression
9. Contribute to the development of Computing and IT related curriculum area including the preparation of learning materials, student assessments and Moodle based resources
10. Liaise with the Computing and ICT Subject Area Manager, Guidance & Support Tutors and administrative departments to facilitate high quality education and pastoral care
11. Liaise with external organisations including employers to ensure that the curriculum is fit for purpose, current and meets external requirements
12. Continually update own professional development through participation in internal and external training

**QUALITY ASSURANCE**

\* Implement and contribute to the development of the College’s Quality Assurance systems

**HUMAN RESOURCE MANAGEMENT**

\* Team participation: all members of team are required to contribute to ensure team responsibilities are discharged as effectively as possible

**FINANCIAL & RESOURCES**

\* Propose to the Computing and ICT Subject Area Manager requests for teaching aids and equipment relating to courses

\* Develop resources for the course/subject including maintaining effective links across College for resources

\* Liaise with the Computing and ICT Subject Area Manager over timetabling services

**MARKETING & COMMUNICATION**

\* Engage in marketing activities as requested by the Computing and ICT Subject Area Manager, assisting in the promotion of the College and recruitment for full and part time courses

\* Attend Open Days/Evenings

\* Assist in the recruitment of students

\* Liaise with local industry and commerce to enhance the college’s local links

\* Promote the Subject area in relation to outside bodies

**RESPONSIBLE TO**

Subject Area Manager – Computing and ICT

**NOTE**

This Job Description is current as at July 2017. In consultation with the post holder, it is liable to variation by the College to reflect actual, contemplated or proposed changes in or to the job.

# TERMS & CONDITIONS

# Hours: Full Time, Fixed Term Contract to cover maternity leave.

 6th November 2017 to 29th March 2017

**Salary:** £24 958 to £28 229 Pro Rate dependant on experience

**GENERAL**

1. Implement the College's current Quality Assurance systems
2. Participate in staff training, development and appraisal systems to

enhance personal performance and organisation effectiveness

1. Adherence to College Policy on Equal Opportunities and Health and Safety
2. The College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
3. Team participation: all members of teams are required to contribute to ensure

team responsibilities are discharged as effectively as possible

1. Work flexibly to meet the needs of the customers.
2. Any other duties appropriate to nature and grade of post

**PERSON SPECIFICATION**

**LECTURER IN COMPUTING & I.T.**

|  |  |  |  |
| --- | --- | --- | --- |
|  | *Essential* | *Desirable* | *How Identified* |
| Qualifications |  |  |  |
| Graduate or professional qualification in Computing or equivalent | X |  | A |
| Teaching qualification  |  | X | A |
| Experience |  |  |  |
| Successful teaching experience | X |  | A/I |
| Experience of teaching 16-19 year olds | X |  | A/I |
| Experience of teaching adults 19+ |  | X | A/I |
| Experience of delivering QCF, NQF, RQF BTEC Introductory, Firsts and National Programmes | X |  | A/I |
| Professional Skills |  |  |  |
| Ability to work as part of a team  | X |  | A/I |
| High level of communication skills | X |  | A/I |
| Effective administrative skills | X |  | A/I |
| Ability to work to deadlines | X |  | A/I |

|  |  |  |  |
| --- | --- | --- | --- |
|  | Essential | Desirable | How Identified |
| Knowledge and Understanding |  |  |  |
| Subject knowledge of core and mandatory BTEC Introductory, First Diploma and Nationals units  | X |  | A/I |
| Knowledge of creative subjects such as web, graphics and multimedia |  | X | A/I |
| Personal |  |  |  |
| Ability to work constructively with team of committed staff | X |  | I |
| Excellent communication skills | X |  | I/R |
| Dynamic positive attitude | X |  | I/R |
| Ability to work independently to deadlines | X |  | I/R |
| Ability to organise and administrate courses  | X |  | I |
| Be flexible and open to change and development | X |  | I |
| *Key A - Application I – Interview R Reference* |  |  |  |