

## Loughborough College Job Description

### 1. Job Details

Job Title: Lecturer in Sport and Exercise Physiology – Higher Education

Competency level: Teaching 2

Reporting To: Curriculum Manager

Department: Sport

Annual Salary (FTE): £25,137 - £30,632 per annum

Date: June 2018

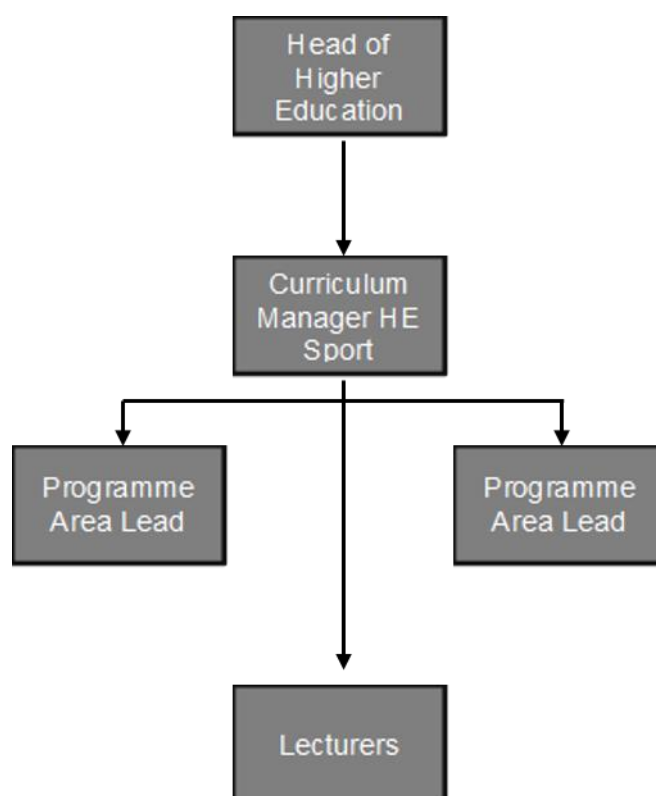
### 2. Job Purpose

To deliver inspiring teaching and learning where knowledge being transferred is predominantly know-why or conceptual knowledge.

### 3. Dimensions

*Not applicable*

### 4. Organisation chart



## 5. Key Responsibilities

- To deliver high quality and challenging learning experiences.
- To lead and devise appropriate assessments and assessment strategies and feedback to students through a variety of formative and summative assessment methods.
- To lead and collaborate with staff in the development of excellent learning materials and programmes of study utilising a range of media.
- To lead on the development and planning of teaching and learning including schemes of work for units, programmes, modules and qualifications as appropriate.
- To undertake curriculum area responsibility duties as designated by the Curriculum Manager.
- To contribute to curriculum planning and development to work with the curriculum areas to develop and coordinate a dynamic and responsive curriculum.
- To play a key role in quality assurance and quality improvement.
- To comply with and develop best practice administrative and quality assurance systems.
- To undertake and deliver appropriate staff development and training, including the maintenance and updating of specialist skills.
- To attend and actively participate in area and department meetings, planning events, open days and recruitment events.
- To modify duties and responsibilities as required to meet new situations, in consultation with the curriculum area leader/manager and college management.

## 6. Key Result Areas

Action	Result
Lead on curriculum development	Resourced programmes of study
Lead on the planning, preparation, delivery, and assessment of effective learning programmes	To ensure students achieve
Create and apply effective differentiation and stretch and challenge techniques	To ensure all students achieve to the best of their ability
Monitor progress in lessons and disseminate learner progress with key staff	To ensure students are on track to achieve their target grades
Lead on development of assessments/assessment strategies and give high quality feedback	To ensure students can meet their targets and progress
To participate in moderation and second marking	To ensure Awarding Organisation criteria are met and academic standards maintained
Participate in and deliver staff development opportunities	To ensure teaching and learning is up to date and maintained to the highest standards
To play a key role in quality assurance and quality improvement	To ensure Awarding Organisation requirements and College KPIs are met
Participate in department activities and meetings	Increased recruitment, broader knowledge of department

## 7. Key Working Relationships and Communications

### Internal:

Head, Deputy Head, Curriculum Manager, Curriculum Area Lead, Programme Area Leader, Curriculum Staff, Administration Staff, Support Services Staff

### External:

Awarding Bodies

## 8. Scope for Impact

*Not applicable*

## 9. Knowledge, Skills and Experience (Person Specification)

QUALIFICATIONS		ESSENTIAL	DESIRABLE	HOW ASSESSED
1	Possess a degree in a relevant subject area	✓		A
2	Possess an MSc in a relevant subject area	✓		A
3	Possess a teaching qualification		✓	A
4	Good standard of literacy and numeracy. Possess qualifications in English and Maths Levels 4-9 (GCSE Grades A-C) or equivalent	✓		A
<b>EXPERIENCE</b>				
5.	Significant experience of designing and delivering vocational/ academic programmes to students	✓		A
6	Experience of teaching within an HE context	✓		A
7	Experience in a relevant vocational industry setting or academic background	✓		A
8	Experience of supporting and managing diverse groups of students	✓		I
9	Proven experience of motivating students to achieve excellent results	✓		I
10	Experience contextualising and embedding learning to meet specific learning needs	✓		I
11	Evidence of effective use of ICT/ILT in all aspects of work	✓		I
12	Experience of collaborating with teaching colleagues from other subject areas	✓		I
<b>SKILLS &amp; KNOWLEDGE</b>				
13	Excellent teaching and learning skills	✓		I
14	Experience of active learning and assessment methods	✓		I
15	Knowledge of a range of teaching methodologies and the ability to utilise these effectively within a variety of contexts	✓		I
16	Work flexibly and to deadlines	✓		I
17	Excellent planning, administration and organisational skills	✓		I
18	Communicate effectively to a diverse range of stakeholders at all levels	✓		I
19	Work autonomously and as a part of a cross-curricular team	✓		I
20	Provide clear and formative feedback on academic and pastoral issues	✓		I
<b>BEHAVIOURS</b>				
21	Work effectively with colleagues as part of team	✓		I

22	Motivate and relate with students from a range of different cultural backgrounds	✓		I
23	Comply with professional standards at work	✓		I
24	Show commitment to the improvement and maintenance of standards	✓		I
25	Promote the College's equal opportunities policy and practices	✓		I
26	Ensure the safeguarding of students	✓		I

#### Notes

1. A satisfactory Enhanced Disclosure & Barring Service check is required for this post. Loughborough College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
2. Loughborough College retains the right as a condition of your employment to require you to undertake such other duties as may be expected of you in the post mentioned above, or in a similar post within the College.
3. This job description and person specification was prepared in June 2018 and may be amended in light of changing circumstances following discussion with the post holder.

#### Job Description Agreement

<b>Job Holder Signature</b>		<b>Date</b>	
<b>Manager Signature</b>		<b>Date</b>	