

JOB DESCRIPTION

TITLE: IT Lecturer

GRADE: NCC Lecturer Grade

RESPONSIBLE TO: Senior Curriculum Manager

PURPOSE OF JOB:

- To teach and assess learning on a range of courses, which include 16-19 and adult learners. Courses range from entry level to level 3, including college-based qualifications and workforce development.
- To work effectively as a member of the team, liaising with Senior Curriculum Manager and all colleagues in the College.
- To take an active role in own professional development in relation to all aspects of the role.
- To have some experience of online or blended teaching/learning
- To teach across multiple sites.

MAIN TASKS AND RESPONSIBILITIES:

1. In common with all other staff:

1.1 To support the College's mission, vision, values and strategic objectives;

1.2 To implement the College's equal opportunities policies and to work actively to overcome discrimination on grounds of race, sex, disability, sexuality, age or status in the College's services;

1.3 To take responsibility for one's own professional development and participate in relevant internal and external activities;

2. In common with all other lecturing staff:

2.1 To teach on a range of courses at main College sites.

2.2 To be involved in all processes and College procedures related to the selection, interviewing, admissions, enrolment, induction and tracking of students.

2.3 To develop the curriculum in line with national requirements, local community needs, and the needs of employment.

2.4 To develop student-centred teaching and learning strategies, which contribute to, increased retention, achievement and progression.

2.5 To prepare and monitor appropriate syllabuses, schemes of work and learning outcomes.

2.6 To act as a leader/member of appropriate teams and to liaise with colleagues in the design, delivery and evaluation of all aspects of the course.

2.7 To provide regular feedback to students as identified in the College Charter, and to give group and individual support to enable them to achieve maximum benefit from their course or programme.

2.8 To observe procedures for student monitoring, discipline and complaints in accordance with the College Charter.

2.9 To liaise with employers and other agencies with respect of student placement supervision, course and assignment design, career and higher education opportunities.

2.10 To attend external courses and conferences as relevant to the work of the Programme.

2.11 To compile and maintain course records.

2.12 To contribute to the College's annual assessment and review process, including comprehensive review and evaluation of the area of work for which s/he is responsible.

2.13 To follow all processes relating to qualifications and examinations, including registration and submissions to validating bodies, liaison with the College Exams Officer, moderators and external verifiers in accordance with College policy.

3. Particular to the Post:

3.1 To develop, teach and co-ordinate BTEC and other programmes at all levels in IT and Computing pathways.

3.2 To carry out operational liaison with partnership organisations and employers in the delivery and quality assurance of the above programmes.

3.3 To liaise with internal and external moderators and verifiers;

3.4 To maintain portfolio records on student assessment and progress;

4. Person Specification:

4.1 A degree or equivalent qualification in IT /Computer Science;

4.2 A teaching qualification;

4.4 Excellent with MS Office suite (specifically Access and Excel) as well as Information Systems – good skills with MS Project is desirable;

4.5 Possess skills for teaching cyber security with strong IT skills and knowledge including hardware, software and networks, Meticulous attention to detail, ability to use logic and reasoning to identify the strengths and weaknesses of IT systems and adapt a forensic approach to challenges.

4.6 Competent in teaching Using social media in business, software design/development & website development, cloud computing;

- 4.7 Previous experience of delivering a range of IT courses up to and including Higher level;
- 4.8 Knowledge of the issues involved with the delivery and assessment of professional and Higher-level courses;
- 4.9 The skills and personal qualities necessary for successful classroom teaching;
- 4.10 The organisational skills necessary to co-ordinate delivery of the IT curriculum;
- 4.11 An appreciation of the practical problems facing different types of learners, and how to organise learning programmes in the light of these;
- 4.12 Detailed knowledge of the requirements of awarding bodies and external partners in approving centres and validating students' achievements;
- 4.13 Familiarity with current working practices and with the range of computing software packages in general use within the IT field;
- 4.14 An understanding of and commitment to equality and diversity and practical ideas for their implementation in this post;
- 4.15 An understanding of and commitment to the welfare and safety of children, young people and vulnerable adults within a Further Education context.

Additional Information:

This job description will be regularly reviewed to ensure that it is an active description of the responsibilities and duties of the individual post holder and that these responsibilities and duties consistently match the needs of the College.

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4.15 An understanding of and commitment to the welfare and safety of children, young people and vulnerable adults within a Further Education context.

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