



## **JOB DESCRIPTION**

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|------------------------|--|
| <b>Title:</b>          | Associate Lecturer – Computer Science          |
| <b>Grade:</b>          | Associate Lecturer                             |
| <b>Activity:</b>       | Regulated                                      |
| <b>Contact Hours:</b>  | Annual maximum: 1080 hours, weekly maximum; 30 |
| <b>Responsible to:</b> | Head of Faculty                                |

### **Job Purpose**

Provide an outstanding student experience through teaching, learning and assessment, enabling students to maximise their potential.

### **Main Responsibilities**

#### **1. Teaching, Learning and Assessment:**

- 1.1 Participate in the interviewing, enrolment and induction of students.
- 1.2 Provide teaching and learning whether in a classroom or a workshop.
- 1.3 Prepare schemes of work, lesson and assessment plans.
- 1.4 Provide ongoing assessment and feedback to students by setting and marking work both relevant and appropriate with the course.
- 1.5 Provide appropriate academic and/or vocational support to individual students, referring them, where appropriate, to other agencies.
- 1.6 Contribute to the wider enrichment of students and support students pastoral needs.
- 1.7 Contribute to the maintenance of an effective, efficient and professional learning environment.
- 1.8 Ensure resource material and teaching reflect best practice, contributing to the quality of provision as measured by retention, attendance, success rates, grades and value added.

- 1.9 Participate in appropriate quality assurance procedures.
- 1.10 Prepare learners for a range of accreditation and assessments
- 1.11 Maintain accurate and detailed student records, including the writing of reports and references.
- 1.12 Set and monitor Personal Targets and eILPs according to Faculty and College Policy.
- 1.13 Participate in open evenings, recruitment, trade events, conferences and other marketing events.

## **2. Additional Duties**

- 2.1 Promote a teaching, learning and working environment that is free from discrimination and where all students and staff are encouraged to express their individuality.
- 2.2 Be responsible for safeguarding and promoting the welfare of students.
- 2.2 Undertake such additional duties as may be reasonably required commensurate with the level of responsibility within the College at any of the College's sites or place of work.
- 2.3 Promote and conduct your professional duties and responsibilities within the parameters of the College's agreed values and aims.

**PERSON SPECIFICATION**

|                    | Essential  | How Identified*                      | Desirable  | How Identified*       |
|--------------------|--|--------------------------------------|--|-----------------------|
| Experience         | <ul style="list-style-type: none"> <li>➤ Ability to teach Computer Science at Level 3.</li> </ul>  | A/M                                  | <ul style="list-style-type: none"> <li>➤ Experience teaching in a college environment on a range of courses</li> <li>➤ Experience of assessment, student tracking and interventions</li> </ul> | <p>A/I</p> <p>A/I</p> |
| Skills & Abilities | <ul style="list-style-type: none"> <li>➤ To have a commitment to Teaching and Learning methods so that all students will engage in their learning and be motivated to achieve their potential</li> <li>➤ Excellent communication skills.</li> <li>➤ Ability to prioritise key tasks and manage time and tasks effectively and efficiently</li> </ul> | <p>A/I/M</p> <p>A/I/M</p> <p>A/I</p> |  |                       |

|                        | <b>Essential</b>   | <b>How Identified*</b>                                     | <b>Desirable</b> | <b>How Identified*</b> |
|------------------------|--|--|------------------|------------------------|
| Qualifications         | <ul style="list-style-type: none"> <li>➤ Degree in Computer Science or a related subject</li> <li>➤ Teaching qualification or working towards a qualification</li> </ul>   | <p>A</p> <p>A</p>  |                  |                        |
| Personal Qualities     | <ul style="list-style-type: none"> <li>➤ Ability to enthuse students to achieve targets</li> <li>➤ Empathy with learners and teaching staff</li> <li>➤ Ability to work on own initiative</li> <li>➤ A flexible and versatile attitude to working arrangements.</li> <li>➤ Willingness to undertake further training if necessary.</li> </ul> | <p>A/I/M</p> <p>A/I/M</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> |                  |                        |
| Mandatory requirements | <ul style="list-style-type: none"> <li>➤ Commitment to safeguarding (including Prevent) and promoting the welfare of children and vulnerable adults in College</li> <li>➤ Commitment to Equal Opportunities and British Values</li> </ul>  | <p>I</p> <p>I</p>  |                  |                        |

\* Key:

A = Application Form

I = Interview

M = Microteach