

**Sessional Lecturer**

**Duties & Responsibilities**

- 1 To be a member of the part-time lecturing staff at the College, directly responsible to the Curriculum Team Leader.
- 2 To implement College policy and procedure as directed by the Curriculum & Learning Manager.
- 3 To liaise with the Curriculum & Learning Manager on all matters relating to the work of the Academic Team.
- 4 To participate in, and contribute to the smooth daily running of the team.
- 5 To attend course team meetings.
- 6 To be responsible for aspects of administration, organisation, management of aspects relating to teaching contracts as required by the Curriculum & Learning Manager.
- 7 To provide information in order to assist with planning and developing the work of the Academic Team.

**Delivery of the educational programme of the Academic Team**

- 8 To undertake teaching, practical instruction, demonstration and other appropriate work relating to the learners' learning programme.
- 9 To provide and maintain, as necessary, learner records, course schemes, records of work and class registers.
- 10 To supply, as required, assessment and assignment programmes and material.
- 11 To provide the College with reasonable notice of equipment and facilities required including size (e.g. classroom, laboratory, workshop or outdoor area), transport and equipment.
- 12 To assist with the maintenance of security of facilities and to minimise the loss and/or damage to equipment.
- 13 To assist with counselling, and if necessary, disciplining of students as set out in the College's policies and procedures.
- 14 To assist with arrangements for the placement and assessment of students on practical locations if required.
- 15 To assist with the development and review of curriculum as appropriate to technical specialism's and teaching responsibilities.

## Safety Requirements

- 16 To assist in the delivery of the College Health & Safety Policy. The College's policy states that Lecturers' responsibilities are to:

Ensuring that the work of the College is carried out in accordance with the College Welfare, Health and Safety Policy and its Codes of Practice, in particular:-

- (a) Personally following safe working procedures and observing general safety regulations.
- (b) Ensuring the safety of learners and trainees whilst they are in their charge, whether in or outside the College.
- (c) Ensuring that clear safety instructions, warnings, information and training is given to learners and trainees.
- (d) Ensuring the provision of first aid if appropriate.
- (e) Ensuring that in the event of a serious accident nothing is disturbed at the scene of the accident, except as might be necessary for the removal of a casualty.
- (f) Recording accidents as soon as possible the College's accident form which is available through the College's intranet
- (g) Ensuring that protective clothing, safety guards etc are used as required and enforcing safe working procedures.