

JOB DESCRIPTION



JOB IDENTIFICATION

Job Title:	Lecturer
Responsible To:	Head of Section
Department:	Sport
Salary Grade:	Qualified Lecturer

JOB ROLE

To be responsible for teaching, learning and assessment within the Department

To undertake a teaching load, which is in line with agreed contract

To contribute to the process of continuous improvement in the quality of teaching and learning.

To work towards successful outcomes for students and a positive overall experience at Sandwell College.

The post may involve working with external agencies, college partners, local businesses and employers to contribute to meeting the diverse needs of learners.

KEY DUTIES

No	Description of Duties
1	Use Information Learning Technology (ILT) in the development of learning materials and use multimedia learning resources in the delivery of the learning experience and support developments based on the virtual learning environment
2	Support the expansion and development of the provision
3	Assist in the development of effective support systems for students
4	Deliver specific programmes in line with the college prospectus
5	Participate in curriculum development and planning; producing schemes of work and session plans
6	Maintain appropriate records for both academic and administrative purposes

7	Carry out general academic duties in accordance with the general policy framework of the college
8	Assume joint responsibility within course teams for the quality of course delivery
9	Undertake appropriate in-service training when required to do so
10	Ensure effective communication takes place with management, staff, students, customers and clients
11	Ensure a high level of confidentiality at all times
12	Support fully at all times the colleges aim and objectives
13	Have an agreed teaching load to teach groups of students in one or more of the core programme areas
14	Identify and develop materials suitable for support purposes

Standard Clauses - all Job Descriptions

- To comply with the College's policies and procedures
- To comply with Sandwell College's safety policy and other safety procedures and guidelines are deemed part of the job description. Employees must look after their own Health & Safety and welfare and be mindful of other persons who may be affected by their acts.

PERSON SPECIFICATION

Job Title: Lecturer in Sport

Candidates will be assessed for shortlist and interviewed against the following criteria.

Shortlisting Criteria		Essential	Desirable
1. Qualifications			
1.1	Hold degree in relevant subject and/or professional qualification relevant to the department	X	
1.2	A Certificate in Education, or Level 5 Teaching Qualification	X	
2. Experience			
2.1	Experience of excellent teaching and learning practice	X	
2.2	Experience of innovative curriculum development in response to learner needs		X
2.3	Experience of delivering BTEC qualifications	X	
2.4	Knowledge of key skills		X
2.5	Experience of internal verification		X
2.6	Experience teaching HE (Level 4&5)		X
2.7	Experience with teaching a Football Education Programme		X
3. Skills/Abilities			
3.1	Be able to work as part of a team	X	
3.2	Be able to present information to learners and colleagues using ILT	X	
3.3	Good organisational and administrative skills	X	
3.4	Ability to work under pressure	X	
3.5	Ability to inspire and motivate students	X	
3.6	Ability to teach using diverse methods and adapt to needs of particular student groups	X	
3.7	Have knowledge of success rates and links to inspection and funding		X

4. Qualities			
4.1	Willingness to work within a team to implement college strategic policy	X	
4.2	Genuine understanding of and commitment to Equal Opportunities in practice, and sensitivity to students, staff & client needs	X	
4.3	Prepared to actively participate in new developments	X	
4.4	Willingness to work flexibly	X	