JOB DESCRIPTION

**POST TITLE:**  Lecturer in Digital Technologies

**GRADE:** Harmonised Salary Scale Point 15 - 34

**WORK ARRANGEMENTS:** 37 hours per week/52 weeks per year

**DEPARTMENT:** Applied and Academic Learning

**RESPONSIBLE TO:**  Curriculum Operations Manager

**RESPONSIBLE FOR:** Development and delivery of the curriculum and group management.

 Student support and general administrative duties associated with the academic function.

**PURPOSE OF THE POST**

The post holder will:

1. Strive to achieve consistently outstanding provision.
2. Student support and general administrative duties associated with the academic function.
3. At all times carrying out the duties and responsibilities of the post in compliance with the College's Equal Opportunities and Health and Safety policies.

# **DUTIES AND RESPONSIBILITIES**

**Delivery of the Curriculum**

1. Producing schemes of work and maintaining records of work for each area of scheduled teaching.

2. Developing and evaluating student learning materials and assignments appropriate to a range of learning situations.

3. Contributing to the delivery of the programme of learning in accordance with College policies.

4. Teaching in designated areas deploying an appropriate range of teaching and learning styles.

5. Maintaining academic records including registers, records of work, student and course reports and records, and any other records which may be required from time to time.

6. Preparing and marking College devised examinations and other assessment procedures.

7. Returning assessed work promptly to students indicating proposals for improvement.

8. Assessing and verifying assessments as a member of the programme team.

9. Planning and organising enrichment, enterprise and fundraising activity, trips and visits and other related activities.

**Supporting the Curriculum**

1. Participating in programme team(s) and contributing towards the planning, development and administration of programmes and assessment of students work.

2. Participating in the College Quality Assurance process in order to evaluate the effectiveness of programmes.

3. Identifying, in consultation with programme team(s), curriculum development and learning resource needs and advising the Curriculum Operations Manager.

4. Assisting with visits from and to schools, taster courses and work experience for potential students.

**Student Support**

1. Acting as personal/ subject tutor to nominated groups and individual students.

2. Participating in the guidance and interviewing processes to ensure that students and prospective students join appropriate learning programmes.

3. Participating in reporting processes to provide feedback for parents and other stakeholders.

4. Liaising with parents and employers at parents, careers and other similar events at schools and at the College.

GENERAL

1. To take responsibility for one’s own professional development and continually update as necessary, participating in appropriate staff development activities as required including the Professional Development Review.

2. Attending administrative briefings, staff development activities and Directorate meetings.

3. Liaising with the admissions team regarding offers, acceptances, applications and dealing with individual queries referred from the admissions team and other sources.

4. Advising Director of Learning/Curriculum Operations Managers on matters relating to publicity, public relations and advertising including preparing leaflets and other advertising material as required by the Head of Learning.

5. To promote a positive image of the College and the work that is carried out across its various services, including course marketing and generating business.

6. Taking responsibility for specialist rooms, laboratories and workshops.

7. To comply with all legislative and regulatory requirements.

8. Preparing documentation for inspections, visits of awarding bodies and funding agencies and assisting constructively with the demands of external inspectors, assessors, verifiers, examiners etc.

9. Maintaining professional standards of behaviour and ensuring that the learning environment is of optimum benefit to all students.

10. To show a commitment to diversity, equal opportunities and anti-discriminatory practices. The post holder is expected to comply with and promote the College’s equal opportunities policy in all aspects of their duties and responsibilities.

11. To apply the college’s own safeguarding policy and practices and attend training as requested.

12. To carry out any other reasonable duties within the overall function commensurate with the grading and level of responsibility of the job

Person Specification

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| **Post:** | Lecturer in Digital Technologies | **Department:** | Applied and Academic Learning |

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| **Key Requirements:** | **Essential/****Desirable** | **Assessed** |
| **Qualifications:** |  |  |
| Recognised professional qualification in Children’s Care and Education subject area | **E** | **A** |
| Degree in a relevant field | **E** | **A** |
| Recognised teaching qualification or willingness to gain Cert Ed/PGCE within 2 years of commencement of employment | **E** | **A/I** |
| Level 2 qualification in Maths and English and willingness to undertake further maths and English training  | **E** | **A** |
| TDLB D32/D33/D34, A1/V1, TAQA or equivalent | **D** | **A** |
| **Experience:** |  |  |
| Professional sector based experience in digital technologies | **E** | **A** |
| Successful teaching/training experience | **E** | **A** |
| Experience of delivering curriculum to 16-18 year olds and adult learners | **E** | **A** |
| Experience of delivering Higher Education modules  | **D** | **A/I** |
| Recent experience of teaching on digital courses  | **E** | **A** |
| Experience of successful course leadership and personal/ subject tutor group management | **D** | **A/I** |
| **Skills/Knowledge:** |  |  |
| An ability to deliver units across the whole range of Digital Technology courses at various qualification levels and to embed maths and English and Equality and Diversity in learning experiences | **E** | **A/I** |
| Ability to deliver Functional English and/or Functional Maths | **E** | **A/I** |
| An ability to successfully monitor and manage course performance and success including attendance, retention and achievement  | **E** | **A/I** |
| An ability to successfully monitor and manage personal/ subject tutor groups and support them to success | **E** | **A/I** |
| Awareness of contemporary developments in the digital technologies field | **E** | **I** |
| Ability to use a range of ICT programmes to monitor student progress and assessment | **E** | **A/I** |
| **Qualities:** |  |  |
| Ability to work in a team and support others (team work skills) | **E** | **A/I** |
| A flexible, creative and innovative approach to teaching | **E** | **A/I** |
| Willingness to travel between sites and work evening/weekend sessions | **E** | **A/I** |
| Strong organisational and time management skills, ability to prioritise | **E** | **A/I** |
| Excellent interpersonal, verbal/non-verbal and written communication skills | **E** | **A/I** |
| Empathy with students and colleagues | **E** | **A/I** |
| **Other Requirements:** |  |  |
| An understanding of Safeguarding of Children & Vulnerable Adults within the workplace | **E** | **A/I** |
| Willingness to undertake travel in line with the needs of the role  | **E** | **A/I** |
| Full commitment to Equal Opportunities and anti-discriminatory working practices | **E** | **A/I** |

**E = Essential D = Desirable A = Application I = Interview T = Test**

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| **Produced by:** | J Thomson | **Date Produced:** | Oct 2017 |