**JOB DESCRIPTION**

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| **JOB IDENTIFICATION** | | | |
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| **Job Title:** | **Lecturer in Computing** | | |
| **Responsible To:** | **Head of Section** | | |
| **Department:** | **Computing** | | |
| **Salary Grade:** | **Qualified Lecturers Grade** | | |

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| **JOB ROLE** |  |

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| **Be responsible for the development and delivery of courses.**  **Undertake a teaching load, which is in line with agreed contract.**  **Contribute to the process of continuous improvement in the quality of teaching, learning and assessment.**  **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.** |

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| **KEY DUTIES** |

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| **No** | **Description of Duties** |
| **1** | Use Information Learning Technology (ILT) in the development of learning and assessment materials, and use multimedia learning resources in the delivery of the learning experience |
| **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 area’s curriculum plan |
| **5** | Participate in curriculum development and planning |
| **6** | Maintain appropriate records for both academic and administrative purposes |
| **7** | Carry out administrative duties in accordance with procedures specified in the relevant Quality Assurance Manual |
| **8** | Carry out general academic duties in accordance with the general policy framework of the college |
| **9** | Take responsibility for courses and course tutorship |
| **10** | Assume joint responsibility within course teams for the quality of course delivery |
| **11** | Undertake appropriate in-service training when required to do so |
| **12** | Ensure effective communication takes place with management, staff, students, customers and clients |
| **13** | Ensure a high level of confidentiality at all times |
| **14** | Support fully at all times the colleges aim and objectives |
| **15** | Have an agreed teaching load to teach groups of students in one or more of the core programme areas |
| **16** | 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

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| Job Title: Lecturer in Computing |

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

| **Shortlisting Criteria** | | **Essential** | **Desirable** |
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| **1.** | **Qualifications** |  |  |
| 1.1 | A degree and/or appropriate professional qualification relevant to the department | ✓ |  |
| 1.2 | Certificate in Education or Level 5 Teaching Qualification | ✓ |  |
| **2.** | **Experience** |  |  |
| 2.1 | Evidence of excellent teaching and learning practice | ✓ |  |
| 2.2 | Experience of innovative curriculum development in response to learners needs |  | ✓ |
| 2.3 | Experience of delivering BTEC qualifications, including next generation |  | ✓ |
| 2.4 | Experience of internal verification and/or standards verification processes |  | ✓ |
| 2.5 | Experience of working in the Computing industry |  | ✓ |
| **3.** | **Skills/Abilities** |  |  |
| 3.1 | Be able to work as part of a team | ✓ |  |
| 3.2 | Be able to present information to learners and colleagues using ILT | ✓ |  |
| 3.3 | Good organisational and administrative skills | ✓ |  |
| 3.4 | Ability to work under pressure | ✓ |  |
| 3.5 | Ability to inspire & motivate students | ✓ |  |
| 3.6 | Ability to teach and assess using diverse methods which are adapted to needs of particular student groups | ✓ |  |
| 3.7 | Be able to stretch and challenge all students to exceed their potential | ✓ |  |
| 3.7 | Have knowledge of achievement rates and the links with inspection and funding |  | ✓ |

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| **4.** | **Special Requirements** |  |  |
| 4.1 | Willingness to work within a team to implement college strategic policy | ✓ |  |
| 4.2 | Prepared to actively participate in new developments | ✓ |  |
| 4.2 | Genuine understanding of and commitment to Equal Opportunities in practice, and sensitivity to students, staff & client needs | ✓ |  |
| 4.4 | Understanding of Safeguarding and the PREVENT agenda, and how to apply both in practice | ✓ |  |