

JOB DESCRIPTION

JOB TITLE: Lecturer in Sport (HE)

DEPARTMENT: Sport & Public Service

OVERALL PURPOSE OF JOB:

To make a significant contribution to teaching, learning and assessment across a range of curriculum areas as a Lecturer in Sport.

Bishop Burton College includes the Riseholme College campus and the postholder may be required to carry out duties at both campuses.

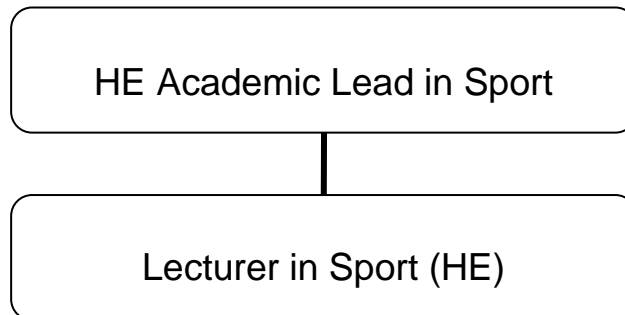
The following list of duties and responsibilities is not meant to be exclusive. It should be taken as an indicator of the type and level of activity expected of this post. The list does not represent either priorities or frequency of tasks and should be regularly updated by the post holder in consultation with and agreement of their line manager.

MAIN DUTIES & RESPONSIBILITIES:

1. To assure the quality of the student experience by effective delivery of formal scheduled teaching and tutorials paying due regard to student progression towards successful completion.
2. To undertake the role of Course Manager/Year Tutor as appropriate, working effectively within teams responsible for devising, reviewing and maintaining effective management of study programmes.
3. To provide regular assessment, progress reporting, marking of examinations and management/supervision of student educational visit programmes.
4. To record in an accurate and timely manner data and information, including registers, withdrawals, transfers, assessments, examination results and student progress.
5. Manage and maintain student morale and discipline working closely with college managers to assure an appropriate learning environment.
6. To keep up to date with academic/vocational subjects, develop and maintain links with industry, curriculum development, and assessment requirements relevant to the areas of teaching and competence.
7. Contribute to Quality Assurance processes in the college, including Annual Course Review and self-assessment.
8. Take an active role in college marketing activities including advice and guidance of students, and attendance at promotional events.
9. To develop existing and initiate new curriculum development with college managers/course teams and to undertake research and other forms of scholarly activity as required.
10. To embrace new learning technologies/ILT and implement the same within own teaching.
11. In conjunction with college managers set and monitor targets in relation to recruitment, enrolment, retention, achievement, attendance and other teaching and learning outcomes. Ensure appropriate monitoring arrangements are in place for tracking progress of students.
12. Ensure course and other curriculum quality files are maintained to include schemes/records of work, course reviews, action plans and tracking documents.
13. Establish effective contact with students, parents/guardians, employers, validating bodies, external verifiers/examiners.
14. Contribute to a sensitive and supportive approach to equality and diversity in liaison with the Assistant Principal (HE), undertake other duties as required.
15. To perform such other duties as reasonably correspond to the general character of the post and are commensurate with its level of responsibility.
16. Take part in all staff College events such as Lambing Sunday.

The College is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment. **All staff** are in a position of trust and therefore have a responsibility to promote and safeguard the welfare of children, young people and vulnerable adults in accordance with the nature of this post. A Disclosure & Barring Service check is carried out for all relevant appointments.

POSITION IN COLLEGE



PERSON SPECIFICATION

| | Essential | Desirable | Method of Assessment |
|--|--|--|--------------------------|
| Qualifications / Training | | | |
| <ul style="list-style-type: none"> Sports related degree or equivalent English and Maths at Level 2 or agreement to work towards. Evidence of continuous professional development. Level 5 teaching qualification or willingness to obtain. Masters or PHD in related subject area Assessor/Internal verification awards; e.g. D32 and D33 / A units D34 / V units Mentor/coaching qualifications at level 2 or above | <ul style="list-style-type: none"> ✓ ✓ ✓ ✓ | <ul style="list-style-type: none"> ✓ ✓ ✓ | Application Interview |
| Experience | | | |
| <ul style="list-style-type: none"> A minimum of 1 years' teaching or training experience A minimum of 1 year's team leadership experience. A minimum of 1 years' experience working in the sports industry | <ul style="list-style-type: none"> ✓ | <ul style="list-style-type: none"> ✓ ✓ | Application Certificates |
| Skills / Special Knowledge | | | |
| <ul style="list-style-type: none"> Thorough current knowledge of issues within Further Education / Higher Education A thorough understanding of Higher Education quality assurance processes. Knowledge of Sports Therapy/Rehabilitation Knowledge of S+C Child Protection Issues Ability to evaluate own teaching and learning. Ability to offer appropriate levels of support to students. Ability to engage with students and develop their interest in the subject. Able to form and maintain appropriate relationships and personal boundaries with children and young people Good IT Skills Excellent interpersonal skills with proven examples. Excellent communication skills. Effective communicator Proven and successful track record in using learning technologies to better benefit the student experience. Ability to work under pressure and to deadlines. Administration of full time courses. Able to form and maintain appropriate relationships and personal boundaries with young people | <ul style="list-style-type: none"> ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ | <ul style="list-style-type: none"> ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ | Interview References |
| Disposition | | | |
| <ul style="list-style-type: none"> High levels of enthusiasm, Intelligence and discernment. Emotional intelligence Professional manner 'Can do' attitude Willingness to work flexibly in a team. Motivation to work with children and young people Emotional resilience in working with challenging behaviours and appropriate attitudes to use of authority and maintaining discipline | <ul style="list-style-type: none"> ✓ ✓ ✓ ✓ ✓ ✓ | <ul style="list-style-type: none"> ✓ | Interview References |
| Other | | | |

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| <ul style="list-style-type: none"> • Clean Driving licence • Mini Bus Driver • Fit for the duties of the post • DBS check carried out on appointment | ✓ ✓ | ✓ ✓ | Medical Report DBS application made by College for successful candidate |
|--|--------|--------|--|