JOB DESCRIPTION

**POST TITLE:**  Variable Hours Lecturer

**GRADE:** £14.46 - £23.76 per hour including holiday pay, dependent upon qualifications and experience

**WORK ARRANGEMENTS:** Variable hours

**DEPARTMENT:** Technical Learning – Service Industries

**RESPONSIBLE TO:**  Curriculum Operations Manager

**RESPONSIBLE FOR:** Development and delivery of the flexible curriculum whilst contributing to a variety of subject areas.

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

 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.

**PURPOSE OF THE POST**

1. Student support and general administrative duties associated with the academic function
2. Strive to achieve consistently outstanding provision.

# **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 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 work placements, field trips, site visits and 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 Manager.

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

Student Support

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

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

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

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

# **GENERAL**

1. 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. Promote a positive image of the College and the work that is carried out across its various services.
3. Comply with all legislative and regulatory requirements.
4. Apply the College’s own Safeguarding Policy and practices and attend training as requested.
5. 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.
6. Carry out any other reasonable duties within the overall function, commensurate with the grading and level of responsibility of the job.
7. Take an active role in the health, safety and welfare of students and staff, attending training and carrying out health and safety related activities as appropriate to the role.

Person Specification

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| **Post:** | Variable Hours Lecturer – Travel and Tourism | **Department:** | Technical Learning – Service Industries |

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| **Key Requirements:** | **Essential/****Desirable** | **Assessed** |
| **Qualifications:** |  |  |
| NVQ Level 3 or equivalent in Travel and Tourism | **E** | **A** |
| Teaching qualification  | **D** | **A** |
| A1/V1 Assessor/Verifier Awards (TDLB D32,D33, D34) | **E** | **A** |
| Professional Qualification | **D** | **A** |
| **Experience:** |  |  |
| Recent significant experience in the Travel and Tourism Industry | **E** | **A/I** |
| Teaching experience in both theory and practical based programmes for both full-time and part-time students BTEC delivery required | **D** | **A/I** |
| Assessing experience in both theory and practical based programmes for both full-time and part-time students | **E** | **A/I** |
| **Skills/Knowledge:** |  |  |
| Ability to teach on a range of Travel and tourism programmes | **D** | **A/I** |
| Ability to assess on a range of Travel and Tourism programmes | **E** | **A/I** |
| A knowledge of the requirements of the programmes areas related to NVQ’s in Travel and Tourism | **E** | **A/I** |
| Ability to offer Functional Skills | **D** | **A/I** |
| **Qualities:** |  |  |
| A good communicator, flexible, well-motivated and conscientious | **E** | **I** |
| Ability to develop the curriculum and work in a team | **E** | **I** |
| Personal Tutor experience or support worker role | **D** | **I** |
| Awareness of functional skills, apprenticeship frame work assessment and internal verification process | **D** | **I** |
| **Other Requirements:** |  |  |
| An understanding of Safeguarding of Children & Vulnerable Adults within the workplace | **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:** | Melanie Murdock | **Date Produced:** | May 2017 |