



## **JOB DESCRIPTION: SESSIONAL Lecturer – Cyber Security and/or Coding**

### **MAIN OBJECTIVES**

To provide high quality teaching of Cyber Security and/or Coding Level 3 courses to full-time distance learning students and apprentices.

To develop current and new course delivery materials, and seek new course opportunities to expand the digital offering at Croydon College.

#### **1. Lecturer Tasks**

- 1.1 To deliver high quality teaching meeting the needs of the learners.
- 1.2 To adopt appropriate strategies to meet the requirements of distance learning learners and/or apprentices.
- 1.3 To communicate effectively with learners and curriculum team.
- 1.6 To liaise with the Digital Hub manager to ensure learners' journey to employment continues after course completion.
- 1.7 To contribute to programme induction as required by the Head of School/Curriculum Manager
- 2.1 To participate as required in the development of the curriculum ensuring that its content is relevant and current.
- 2.2 To contribute as required to programme submissions ensuring that all deadlines are met.
- 2.3 To ensure that the curriculum meets the requirements of validating and awarding bodies.

#### **4. Student Selection**

- 4.1 To ensure that the selection procedures are rigorously followed.
- 4.2 To ensure that the selection criteria and its operation is in line with the College's requirements.
- 4.3 To ensure that students are offered appropriate guidance on their choice of programme, that student guidance regulations are fulfilled and students are provided with appropriate documentation within the time frame.
- 4.4 To undertake interviewing and other selection procedures as required.

#### **5. Student Management and Welfare**

- 5.1 To ensure that all students are informed of the rules, procedures and sanctions governing conduct in all College activities.
- 5.2 To implement the College's student attendance and punctuality processes and procedures.
- 5.3 Ensuring that students are aware of guidance and support services and referring students to these services as appropriate.

#### **6. Tutorial Support**

- 6.1 Provide students with appropriate tutorial support in accordance with programme and individual requirements.

### **B. ADDITIONAL DUTIES**

#### **7. Staff Development and Appraisal**

- 7.1 To undertake such staff development activities as required by the Head of School.
- 7.2 To maintain an up to date knowledge of specialist subject/discipline area.
- 7.3 To participate in the Appraisal Scheme as required.
- 7.4 To undertake staff development needs identified during such appraisal, or identified by the relevant academic manager.
- 7.5 To deliver such professional development programmes as may be appropriate to the skills of the postholder.

#### **8. Management and Administration**

- 8.1 To provide required statistical information within the time scale.
- 8.2 To undertake the role of class/course/group tutor/leader as required.
- 8.3 To maintain records in accordance with College requirements.
- 8.4 To participate in academic and other committees as required.
- 8.5 To ensure that all targets as agreed and set by the College are met.

#### **9. Liaison**

- 9.1 To undertake such liaison with internal and external bodies as required.

#### **10. Marketing**

- 10.1 To assist in the marketing or presentation of programmes in accordance with the requirements of the College.
- 10.2 To contribute to the academic marketing objectives as required.

## **11. Quality and Student Evaluation**

- 11.1 To contribute to the implementation of the College's and academic area's Quality Improvement Plans.
- 11.2 To participate fully in learning walks, teaching and learning observations, inspections and visits from professional and awarding bodies etc, and to provide information as required in the required format and within the set time scale.
- 11.3 To implement as required College quality processes and procedures.
- 11.4 To fully participate in student and programme evaluation as required.

## **12. Research and Consultancy**

- 12.1 To undertake such research and study as may be appropriate to maintain the course provision at a consistent level of excellence within available resources.
- 12.2 To undertake any individual or collaborative consultancy work deemed by the College to be appropriate to the duties of the post.

## **13. Teamwork**

- 13.1 To work as an effective programme, area, School, and college team member.

## **14. General Duties**

The postholder will undertake assigned responsibilities effectively and efficiently, and within regulatory and legislative requirements; achieve individual corporate targets within the College's annual planning and staff performance review process and budgetary constraints in order to create and maintain high performance of learners and the College and:

- Everything we do has a Student Focus, with the following core values: Creativity, Respect, Aspiration, Integrity, Empowerment, Responsibility and Accountability.
- Actively promote the values of the College; learner focus, responsibility, integrity, collaboration and respect
- Actively promote British values and equality and diversity, recognising and actively challenging stereotyping, prejudice and discrimination, ensuring that these principles permeate all working practices, creating an inclusive learning environment and workplace for students and staff respectively.
- Ensure effective quality control and continuous improvement in all aspects of this post, in keeping with the College's existing and developing quality assurance systems.
- Be committed to professional development, through participation in the College continuing professional development programme which includes commercial upskilling, staff learning days and training events appropriate to the job role.
- Develop effective relationships with internal and external stakeholders and partners as appropriate to the role.
- Comply with and promote College Safeguarding (including Prevent), Data Protection and Health and Safety policies and procedures and to undertake recommended training as when necessary.
- Identify and manage risk effectively.
- Undertake such other duties as required, commensurate with the grade of the post, as may be reasonably required at the initial place of work or at other locations in the College.
- Support cross college events such as Open Evenings and Enrolment sessions when required
- Adhere to and ensure compliance with all College Procedures and as detailed in the Staff Handbook
- At all times seek to serve the best interests of the College
- To provide cover for colleagues during periods of holiday or sickness absence.

NB: This job description outlines a range of main duties. It is not exhaustive and can be varied in consultation with the post holder in order to reflect changes in the job or the organisation.



## **PERSON SPECIFICATION**

**Post Title : Sessional Lecturer – Engineering**

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**Please read the items in this Person Specification carefully, and when completing your Application form, describe and provide evidence of your knowledge, skills and experience in terms of those particular items. Selection will be based on the criteria below.**

	<b>Requirements</b>
<b>Knowledge relevant to the job</b>	<ol style="list-style-type: none"><li>1. Relevant degree.</li><li>2. Working knowledge of the relevant qualification framework.</li><li>3. Recognised teaching qualification, and literacy and numeracy at level 2, or a willingness to achieve.</li></ol>
<b>Aptitude, Skills &amp; Experience</b>	<ol style="list-style-type: none"><li>4. A proven background of working within a similar educational environment (eg FE, HE).</li><li>5. Suitable teaching experience across a variety of levels.</li><li>6. Ability to relate to a diverse student population and act as a role model.</li><li>7. Evidence of recent updating of vocational or subject area experience.</li><li>8. Good interpersonal skills.</li><li>9. Good communication skills.</li><li>10. To be able to work flexibly and effectively as part of a team.</li><li>11. Good organisational and IT skills.</li><li>12. Ability to work on own initiative, within College aims and objectives.</li><li>13. A commitment to and understanding of Equality and Diversity, Safeguarding, Health and Safety and Data Protection.</li><li>14.</li></ol>
<b>Other</b>	<ol style="list-style-type: none"><li>15. Able to maintain professional standards and boundaries.</li><li>Specialist knowledge (eg relevant legislation) applicable to subject area.</li></ol>