

# JOB DESCRIPTION

---

**TITLE:** Lecturer in IT and Digital

---

**GRADE:** NCC Lecturer Grade

---

**RESPONSIBLE TO:** Senior Curriculum Manager

---

## **PURPOSE OF JOB:**

- To teach and assess learning on a range of courses, which include 14-19 and adult learners. Courses range from entry level to level 3, including college based qualifications and workforce development.
- To work effectively as a member of the team, liaising with Senior Curriculum Manager and all colleagues in the College.
- To take an active role in own professional development in relation to all aspects of the role.

## **MAIN TASKS AND RESPONSIBILITIES:**

### **1. In common with all other staff:**

- 1.1 To support the College's mission, vision, values and strategic objectives;
- 1.2 To implement the College's equal opportunities policies and to work actively to overcome discrimination on grounds of race, sex, disability, sexuality, age or status in the College's services;
- 1.3 To take responsibility for one's own professional development and participate in relevant internal and external activities;
- 1.4 To implement the College's safeguarding policies and practices.
- 1.5 To implement your health and safety responsibility in line with the College's Health and Safety policy.
- 1.6 To ensure that data is handled in line with the General Data Protection Regulations.

## **2. In common with all other lecturing staff:**

- 2.1 To teach on a range of courses at community or main College sites.
- 2.2 To be a personal tutor/course co-ordinator for a designated group of students within a range of courses.
- 2.3 To be involved in all processes and College procedures related to the selection, interviewing, admissions, enrolment, induction and tracking of students.
- 2.4 To develop the curriculum in line with national requirements, local community needs, and the needs of employment.
- 2.5 To develop student-centred teaching and learning strategies, which contribute to, increased retention, achievement and progression.
- 2.6 To prepare and monitor appropriate syllabuses, schemes of work and learning outcomes.
- 2.7 To act as a leader/member of appropriate teams and to liaise with colleagues in the design, delivery and evaluation of all aspects of the course.
- 2.8 To provide regular feedback to students as identified in the College Charter, and to give group and individual tutorial support to enable them to achieve maximum benefit from their course or programme.
- 2.9 To observe procedures for student monitoring, discipline and complaints in accordance with the College Charter.
- 2.10 To liaise with employers and other agencies with respect of student placement supervision, course and assignment design, career and higher education opportunities.
- 2.11 To attend external courses and conferences as relevant to the work of the Programme.
- 2.12 To compile and maintain course records.
- 2.13 To contribute to the College's annual assessment and review process, including comprehensive review and evaluation of the area of work for which s/he is responsible.
- 2.14 To follow all processes relating to qualifications and examinations, including registration and submissions to validating bodies, liaison with the College Exams Officer, moderators and external verifiers in accordance with College policy.

## **3. Person Specification:**

- 3.1 Teaching experience within a learning environment
- 3.2 Experience of ILT learning
- 3.3 Experience of being a Personal Tutor
- 3.4 Teaching qualification i.e. Bachelor of Education, Certificate of Education or DTTLs, PGCE
- 3.5 GCSE A\* - C Grade or Level 2 equivalent in Maths and English
- 3.6 D32/D33/D34, A1 Awards (or willingness to work towards as appropriate)
- 3.7 Ability to embed Basic and Key skills in vocational areas
- 3.8 High level of computer literacy, including the use of Word, Excel, Databases, Outlook
- 3.9 Able to work under pressure and to strict deadlines
- 3.10 Able to use initiative, organise and prioritise
- 3.11 Able to identify improvements within existing systems
- 3.12 Able to communicate effectively at all levels
- 3.13 Able to produce and present reports appropriate to a variety of audiences (including PowerPoint presentations)
- 3.14 Able to establish good working relations with colleagues and students
- 3.15 Commitment to the provision of a quality service and the implementation of quality improvements
- 3.16 Commitment to the creation of student centred culture
- 3.17 Acceptable Professional Appearance
- 3.18 Must hold current valid driving licence and have access to a car or be prepared to travel by public transport
- 3.19 Able to work flexibly throughout the week/over the year by prior agreement

**Additional Information:**

This job description will be regularly reviewed to ensure that it is an active description of the responsibilities and duties of the individual post holder and that these responsibilities and duties consistently match the needs of the College.