

## Associate Lecturer

<b>Title:</b>	Associate Lecturer
<b>Grade:</b>	Associate Lecturer
<b>Activity:</b>	Regulated
<b>Contact Hours:</b>	Variable Hours - weekly maximum: 30
<b>Responsible to:</b>	Head of Faculty

### Key role objectives

Provide an outstanding student experience through teaching, learning and assessment, enabling students to maximise their potential.

### Main Duties

Provide teaching, learning and assessment.

#### 1. Teaching, Learning and Assessment:

- 1.1 Provide teaching and learning whether in a classroom or a workshop.
- 1.2 Prepare schemes of work, lesson and assessment plans.
- 1.3 Provide ongoing assessment and feedback to students by setting and marking work both relevant and appropriate with the course.
- 1.4 Provide appropriate academic and/or vocational support to individual students, referring them, where appropriate, to other agencies.
- 1.5 Contribute to the wider enrichment of students and support student's pastoral needs.
- 1.6 Contribute to the maintenance of an effective, efficient and professional learning environment.
- 1.7 Ensure resource material and teaching reflect best practice, contributing to the quality of provision as measured by retention, attendance, success rates, grades and value added.

- 1.8 Participate in appropriate quality assurance procedures.
- 1.9 Prepare learners for a range of accreditation and assessments
- 1.10 Maintain accurate and detailed student records, including the writing of reports and references.
- 1.11 Set and monitor Personal Targets and eLPs according to Faculty and College Policy.
- 1.12 Participate in open evenings, recruitment, trade events, conferences and other marketing events.

## **2. Additional Duties**

- 2.1 Promote a teaching, learning and working environment that is free from discrimination and where all students and staff are encouraged to express their individuality.
- 2.2 Be responsible for safeguarding and promoting the welfare of students.
- 2.3 Undertake such additional duties as may be reasonably required commensurate with the level of responsibility within the College at any of the College's sites or place of work.
- 2.4 Promote and conduct your professional duties and responsibilities within the parameters of the College's agreed values and aims.

# Person Specification

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Criteria		How Evaluated	
		Application	Interview
Experience	<b>Essential:</b> <ul style="list-style-type: none"> <li>- Experience teaching Business or other related areas</li> </ul>	✓	
Skills & Abilities	<b>Essential:</b> <ul style="list-style-type: none"> <li>- Excellent verbal and written communication skills</li> <li>- Planning, organisation and time management skills</li> <li>- Ability to motivate and inspire learners</li> <li>- Ability to work to deadlines</li> <li>- Administrative and record keeping skills</li> </ul> <b>Desirable:</b> <ul style="list-style-type: none"> <li>- Demonstrable IT competency</li> </ul>	✓	✓ ✓ ✓ ✓ ✓
Qualifications	<b>Essential:</b> <ul style="list-style-type: none"> <li>- Teaching qualification or willingness to work towards one</li> </ul> <b>Desirable:</b> <ul style="list-style-type: none"> <li>- Professional or academic qualification appropriate to subject area</li> </ul>	✓ ✓	
Personal Qualities	<b>Essential:</b> <ul style="list-style-type: none"> <li>- Flexible approach to working arrangements</li> </ul> <b>Desirable:</b> <ul style="list-style-type: none"> <li>- Willingness to undertake further training if necessary</li> </ul>		✓ ✓
Mandatory requirements	<b>Essential:</b> <ul style="list-style-type: none"> <li>- Commitment to safeguarding and promoting the welfare of children and vulnerable adults in College</li> <li>- Commitment to equal opportunities</li> </ul>		✓ ✓