Loughborough College
Job Description

1. Job Details

Job Title:	**Sessional Lecturer in Marketing– Higher Education**
Reporting To:	**Curriculum Manager**
Department:	**Sport**
Salary:	**£22.93 per hour**
Date:	**September 2018**

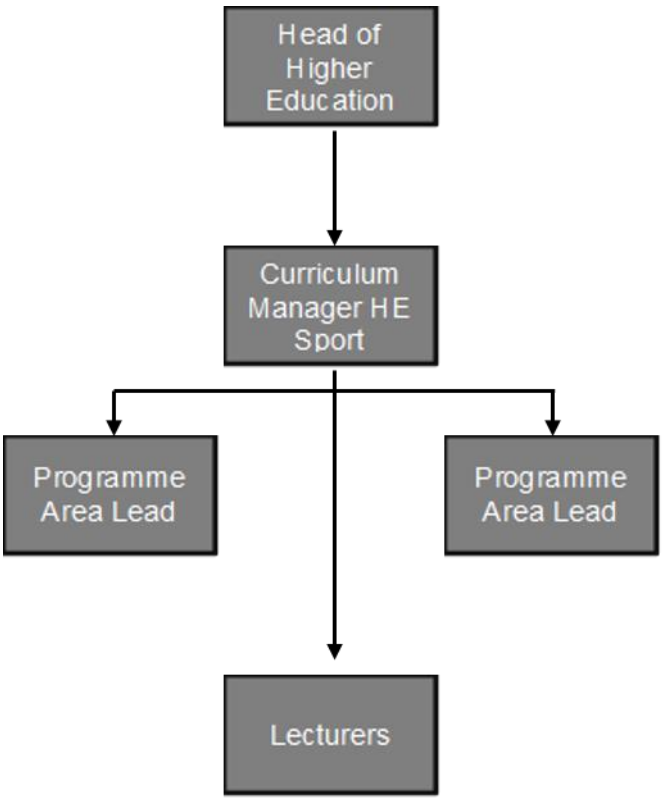
2. Job Purpose

To deliver inspiring teaching and learning where knowledge being transferred is predominantly know-why or conceptual knowledge.

3. Dimensions

Not applicable

4. Organisation chart



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5. Key Responsibilities

- To deliver high quality and challenging learning experiences.
- To contribute towards the creation of appropriate assessments and assessment strategies and feedback to students through a variety of formative and summative assessment methods.
- To collaborate with staff in the development of excellent learning materials and programmes of study utilising a range of media.
- To assist in the development and planning of teaching and learning including schemes of work for units, programmes, modules and qualifications as appropriate.
- To undertake curriculum area responsibility duties as designated by the Curriculum Manager.
- To play a key role in quality assurance and quality improvement.
- To comply with quality assurance systems.
- To undertake appropriate staff development and training, including the maintenance and updating of specialist skills.
- To attend and actively participate in area and department meetings, planning events, open days and recruitment events.
- To modify duties and responsibilities as required to meet new situations, in consultation with the curriculum area leader/manager and college management.

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6. Key Result Areas

Action	Result
Contribute towards curriculum development	Resourced programmes of study
Assist in the planning, preparation, delivery, and assessment of effective learning programmes	To ensure students achieve
Create and apply effective differentiation and stretch and challenge techniques	To ensure all students achieve to the best of their ability
Monitor progress in lessons and disseminate learner progress with key staff	To ensure students are achieving their potential
Assist in development of assessments/assessment strategies and give high quality feedback	To ensure students can maximise their potential and progress
To participate in moderation and second marking	To ensure Awarding Organisation criteria are met and academic standards maintained
Participate in staff development opportunities	To ensure teaching and learning is up to date and maintained to the highest standards
To play a key role in quality assurance and quality improvement	To ensure Awarding Organisation requirements and College KPIs are met
Participate in department activities and meetings	Increased recruitment, broader knowledge of department

7. Key Working Relationships and Communications

Internal:
Head, Deputy Head, Curriculum Manager, Curriculum Area Lead, Programme Area Leader, Curriculum Staff, Administration Staff, Support Services Staff

External:
Awarding Bodies

8. Scope for Impact

Not applicable

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9. Knowledge, Skills and Experience (Person Specification)

QUALIFICATIONS		ESSENTIAL	DESIRABLE	HOW ASSESSED
1	Possess a degree in a relevant subject area	✓		Application/ Certificates
2	Possess an MSc/MA in a relevant subject area		✓	Application/ Certificates
3	Possess a teaching qualification or be willing to work towards	✓		Application/ Certificates
4	Good standard of literacy and numeracy. At least Levels 4-9 in English and Maths (GCSE grades A-C) or equivalent	✓		Application/ Certificates
EXPERIENCE				
5	Experience of designing and delivering vocational/ academic programmes to students		✓	Application
6	Experience of teaching within an HE context		✓	Application
7	Experience in a relevant vocational industry setting or academic background	✓		Application
8	Proven experience of motivating students to achieve excellent results		✓	Interview
9	Evidence of effective use of ICT/ILT in all aspects of work	✓		Interview
SKILLS & KNOWLEDGE				
10	Excellent teaching and learning skills	✓		Application/ Interview
11	Experience of active learning and assessment methods		✓	Interview
12	Knowledge of a range of teaching methodologies and the ability to utilise these effectively within a variety of contexts	✓		Interview
13	Work flexibly and to deadlines	✓		Interview
14	Excellent planning, administration and organisational skills	✓		Application/ Interview
15	Work autonomously and as a part of a cross-curricular team	✓		Interview
16	Provide clear and formative feedback on academic and pastoral issues	✓		Interview
BEHAVIOURS				
17	Work effectively with colleagues as part of team	✓		Interview
18	Comply with professional standards at work	✓		Interview
24	Show commitment to the improvement and maintenance of standards	✓		Interview
25	Promote the College's equal opportunities policy and practices	✓		Interview
26	Ensure the safeguarding of students	✓		Interview

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Notes

1. A satisfactory Enhanced Disclosure & Barring Service check is required for this post. Loughborough College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

2. Loughborough College retains the right as a condition of your employment to require you to undertake such other duties as may be expected of you in the post mentioned above, or in a similar post within the College.

3. This job description and person specification was prepared in September 2018 and may be amended in light of changing circumstances following discussion with the post holder.

10. Job Description Agreement

Job Holder Signature		**Date**	
Manager Signature		**Date**	

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