Human Resources
Job Description

Position details:	
Job Title:	Lecturer in Computing
Department:	Business and Computing
Reporting To:	Curriculum Manger
Salary:	Unqualified £18,705 - £22,286 Qualified £23,650 - £35,796 per annum
Status:	Fixed Term
Working Hours:	37 hours per week
Annual Teaching Commitment:	828 hours per annum

Overview of Job:

Provide an outstanding educational experience on a range of courses through teaching, learning and assessment, which will enable students to maximise their potential: skilled, professional and enterprising.

Factors that will be crucial in maximising recruitment, retention and success and that the students experience is enhanced are:

- The development of courses that meet the needs of the students, and utilise effectively multiple and diverse teaching and learning strategies, permits the students to access a full range of resources and affords comprehensive assessment opportunities.
- The maintenance of accurate data relating to individual students targets, progression, achievement and destination.
- The effective implementation and monitoring of support programmes including personal tutorials, welfare reviews, value added programmes and enrichment activities.

To ensure all students achieve and make progress through practices to meet learning outcomes by the appropriate use of new technology.

Key Responsibilities and Accountabilities:

- **Provide teaching, learning and assessment:**
  - Participate in the interviewing, enrolment and induction of students.
  - Provide teaching and learning whether in the classroom, workshop and other external venues where appropriate.
  - Deliver maths and English at an appropriate level to the requirement of the students' programme of study.
  - On-going marking and assessing of students' maths and English in everything they do, promoting a positive maths and English ethos.
  - Prepare schemes of work, lesson and assessment plans.

- Provide on-going assessment and feedback to students by setting and marking work both relevant and appropriate with the course.
- Provide appropriate academic and/or vocational support to individual students, referring them, where appropriate, to other agencies.
- Contribute to the wider enrichment of students.
- Contribute to the maintenance of an effective, efficient and professional learning environment.
- 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.
- Participate in appropriate quality assurance procedures.
- Prepare students for a range of accreditation and assessments.
- Maintain accurate and detailed student records, including setting targets, grades, monitoring and reviewing progress and contributing to reports and references.
- Set and monitor student targets and ILPs according to College Policy.
- Participate in parents' evenings, open evenings/days, recruitment, student events, award events, conferences and other marketing events.

- **Act as a Tutor to a groups of students**:
  - Provide time-tabled, academic, vocational and pastoral support to students.
  - Provide teaching, learning and assessment on both a group and one to one basis.
  - Maintain links with employers, parents, partners, awarding bodies and take responsibility for the day to day needs of the students.

- **Lead/Co-ordinate learning**:
  - Provide inspirational leadership of learning within a subject/Curriculum Cluster.
  - Leadership of a course within the Curriculum Cluster offer, where appropriate.
  - Development, formation and monitoring of courses within the Curriculum Cluster offer.
  - Link with, inform and support Part-time Lecturers within the Curriculum Cluster.
  - Contribute pro-actively to the quality assurance and quality improvement of courses within the Curriculum Cluster offer and the self-assessment process.
  - Contribute to the development of the College's strategic direction.

Mandatory Requirements:

- **Commitment to Safeguarding** - Safeguard the wellbeing of students, including responsibility for reporting concerns to the College Safeguarding Team.
- **Commitment to the Prevent Duty** – To prevent students and staff from being drawn into terrorism, including responsibility for reporting concerns to the College Safeguarding Team.
- **Disclose & Barring Service (DBS) Check** - All staff will be required to have an enhanced DBS check, formally known as CRB check.
- **Commitment to Equality and Diversity** - To comply with the requirements of the College's Equality & Diversity Policy and to promote Equality & Diversity in all activities, including responsibility for reporting concerns to the College's E&D Operational Group.
- **Health and Safety** - To comply with the requirements of the Health and Safety at Work Act 1974. To fulfil your duties in accordance with College Health & Safety policy and procedures.
- **Continued Professional Development (CPD) –** To be committed to their own continuous professional development.
- **Code of Conduct –** To adhere to the code of conduct.

Attribute	Criteria	Essential / Desirable
Core Competences	To set and mark assignments and examinations and conduct assessments both for internal progress monitoring and external certification. As well as assessing students' work in accordance with awarding body requirements, to internally verify students' work, and to liaise with awarding bodies as required.	Essential
	To coordinate a full/part time programme or to have responsibility for the coordination of a group of programmes.	Essential
	Integrate English, Maths Functional Skills into the main programme aim, ensuring opportunities for evidence collection are maximised.	Essential
	To undertake developments of the curriculum to support the Programme Area; take part in course reviews and course development activities; and work with colleagues to improve and develop the courses.	Essential
	To undergo direct observation of classroom practice and give a commitment to Continued Professional Development.	Essential
	To take part in activities that supports the student journey experience.	Essential
	To work with your Line Manager to identify training needs and actively seek out relevant Continued Professional Development opportunities including maintaining a currency of your industrial knowledge.	Essential
	To fully participate in a yearly staff appraisal.	Essential
	To comply and promote all College policies and procedures relating to Equality and Diversity.	Essential
	Safeguard the wellbeing of students, including responsibility for reporting child protection matters to the College's Safeguarding team.	Essential
	To attend internal and external meetings as and when required.	Essential
Experience	Successful experience of designing and delivering teaching and learning in FS and HE curriculum.	Essential
	Delivery of English, Maths and Functional Skills in conjunction with the main programme.	Essential
	Proven knowledge of subject area.	Essential
	Up to date knowledge of the Ofsted and QAA for Higher Education Inspectorate process.	Essential
	Up to date knowledge of the QAA for Higher Education Inspectorate process.	Desirable
Skills and Abilities	Ability to deliver outstanding teaching, learning and assessment that supports the quality cycle.	Essential
	Ability to deliver English, Maths and Functional Skills in conjunction with the main programme.	Essential
	Excellent standard of written/verbal communication skills.	Essential
	High levels of accuracy and attention to detail.	Essential
	Highly effective organisation skills.	Essential
	Ability to recognise discrimination and be able to demonstrate an awareness of equal opportunities.	Essential
Qualifications	Teaching Qualification, i.e. DTLLS, Cert. Ed/PGCE, or equivalent. *If you do not have the above qualification you will be committed to work towards in line with contractual requirements.*	Essential
	Level 2 in English and Level 2 in Maths.	Essential
	A Degree in the subject area.	Essential