JOB DESCRIPTION

Job Title	Variable Hour Lecturer – Computing & ICT
Contract	Variable Hours Lecturer
Job location	Elm Park Campus, Stanmore
Department	Digital
Reports to	Curriculum Manager – Art, Media & IT
Salary Scale	£21.77 - £33.90 per hour (exclusive of holiday pay)

Job Purpose:

The main purpose of the role is to deliver high quality education and training to ensure the retention and achievement of our learners, and to teach, develop, and enhance programmes of study in subjects and courses qualifications, and experience.

Duties Specific to the Post:

- To deliver high quality teaching, learning and assessment on a range of courses in an appropriate area of the curriculum in line with college standards and meet awarding body expectations.
- To implement curriculum and course development and curriculum delivery within the area of work.
- To deliver inspirational teaching and access to learning across a range of programmes.
- To provide assessment opportunities in line with the relevant awarding bodies and requirements.
- To prepare and adapt teaching materials including assignments, reading lists, assessment papers and handbooks to enable all learners to progress and succeed at the appropriate level.
- Prepare and maintain course related paperwork such as project briefs, schemes of work, lesson plans and resource materials for teaching programmes.
- To undertake the necessary administrative tasks required for the effective operation of the programmes in this area to carry out moderation, assessment and verification.
- Prepare assessment plans and schedules and ensure students are aware of your expectations.

Course Management and Administration:

- To participate in student inductions and contribute to the design of induction programmes.

- Ensure your resources within your subjects are kept up-to-date and accessible to students and other staff in liaison with the curriculum managers and the College's Learning Centre.
- Produce reports to provide information to parents/employers.
- Adhere to the departments quality assurance processes including internal verification of project briefs and the assessment of student work taken part in standardisation of grading decision meetings.
- Ensure all records are kept up to date, including the completion of registers, and other required documentation in a timely manner.
- Carry out students' questionnaires and elicit feedback on the quality of teaching and learning.
- Contribute to course reviews including reviews of your subject area and the setting, implementation and monitoring of action plans.
- Keep knowledge and skills up to date through self-study and undertake staff development and secondments relevant to professional needs.
- Develop industrial links with other professionals within the industry to maintain personal research or professional practice in own specialist area for personal progressional development

General:

- Participate in open evenings and recruitment activities to ensure that potential applicants and students receive accurate information and guidance.
- Attend promotional events to publicise college and faculty activities and contribute to the development, promotion and delivery of the team's marketing and recruitment strategies.
- Where appropriate ensure that basic skills initial and diagnostic assessments, are undertaken and that student receive effective learning support.
- Attend team meetings, College and external events as required.
- To participate in curriculum development and new course initiatives within the faculty and wider college.
- Contribute to the overall quality improvement plans and key performance indicators
- Ensure all data is handled in line with General Data Protection Regulations.
- Promote Equality, Diversity and Inclusion and adhere and fully implement the colleges policies and procedures relating to EDI.
- Take appropriate responsibility to provide a secure, safe and friendly learning environment including implementation of the College's Health and Safety Policy.
- Committed to Safeguarding and promoting the welfare of children and vulnerable adults, ensuring that this commitment is demonstrated in all aspects of the role as appropriate.

Further education is an ever-changing service, and all staff are expected to participate constructively in college activities and to adopt a flexible approach to their work. This

job description will be reviewed annually during the appraisal process and will be varied in the light of the business needs of the college.

The postholder can be required to carry out any other duties consistent with the grade of the post, at any site on which the College may operate. Teaching is scheduled during the day, as well as on Tuesday and Thursday evenings, and Saturdays.

Closing Date: Sunday, 22nd November 2026
Interview Date: Monday, 30th November 2026

PERSON SPECIFICATION

JOB TITLE: Variable Hours Lecturer – Computing & ICT

Criteria	Essential/ Desirable	Possible source of evidence
QUALIFICATIONS:		
Degree in a relevant subject area	E	Application form/ certification
Full teaching qualification (PGCE, Cert Ed, DIT) or the willingness to work towards one, supported by the College	E	Application form/ certification
KNOWLEDGE & EXPERIENCE OF:		
Relevant vocational/occupational experience.	E	Application form/ supporting statement
Knowledge of recent developments in post-16 education.	E	Application form/ supporting statement
Knowledge of the requirements of relevant subject area.	E	Application form/ supporting statement
Administrative and organisational skills	E	Application form/ supporting statement
Ability to communicate clearly and accurately, verbally and in writing	E	Application form/ supporting statement/Interview
OTHER SKILLS:		
The ability and desire to engage and inspire vocational learners aged 16-19	E	Supporting Statement/ Microteach /Interview
Excellent Communication skills, both verbal and written.	E	Application form/ supporting statement/ written exercise/ teaching assessment/interview
Good administrative & organisational skills	E	Supporting statement/ interview
Good interpersonal Skills	E	Supporting statement/ interview
Good classroom practice	E	Supporting statement/ interview
Good digital skills and ability to use IT to deliver the curriculum	E	Supporting statement/ interview
Commitment to learners and learner achievement	E	Supporting statement /Interview
Commitment to implement College compliance procedures and other policies	E	Supporting statement /Interview
ABILITY TO:		
Work as an effective team member with a positive and collaborative manner.	E	Supporting statement/ interview
The ability to engage, inspire and motivate learners	E	Teaching Assessment/Interview
PERSONAL QUALITIES:		

Ability to manage workload and priorities.	E	Supporting statement/teaching assessment/interview
Sensitivity towards and awareness of the needs of learners from different backgrounds	E	Application form /Interview
Flexible approach to work – evenings or Saturday may be required	E	Supporting statement/ interview
Commitment to continuous personal development	E	Application form/ supporting statement/ interview