JOB DESCRIPTION

LECTURER - HE

Responsible to: Subject Leader

Purpose: To facilitate learning and assessment in order to meet module, programme and student needs.

Duties/responsibilities: The HE Lecturer will:

1. Undertake theoretical and practical teaching and assessment as required;

2. Engage in scholarly activity and / or active research and staff development to support teaching and contribute to achieving the associate faculty research objectives;

3. Design and develop learning materials and assessments to defined quality standards;

4. Contribute to the assessment process for students including the setting, marking and moderation of student work, individually or collectively as part of a programme team in accordance with Associate Faculty quality assurance procedures;

5. Advise and assist the Field Leader on the academic content and development of modules / programmes.

6. Keep accurate, up to date records on student progress and provide Field Leaders and HE Academic Systems with information and statistics as required;

7. Take part in programme team meetings and other meetings as required;

8. Develop and maintain industrial and vocational links on behalf of programme team(s).

9. With other team members, provide pre-sessional study skills and induction programmes for students;

10. Organise and/or take part in study visits as required;

11. Undertake College Marketing events and provide careers advice;

12. Undertake tutorial responsibilities for a group and/or individual students as required in order to support students to:

    - optimise their learning opportunities and career progression
    - monitor their progress, deal with difficulties and enable them to develop the skills to do this for themselves;

13. Undertake any other reasonable duties requested by the Principal or his nominee.

The job description sets out the main duties of the post at the date when it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

Person Specification

Job Title: Lecturer - HE

Requirements
Qualifications & Training **Essential** • A Teaching Qualification or a willingness to complete one • A degree in relevant subject area **Desirable** • IT Qualification • MSc/PhD/MA in relevant subject area
Experience / Skills **Essential** • Postgraduate/industry experience in relevant subject area • Lecturing/teaching experience • Research experience **Desirable** • Research ideas/projects in relevant subject area • Willingness to undertake further training/ qualifications if appropriate
Personal Competencies (Essential) • **Communication**, both oral and written, able to use a range of techniques and styles to ensure that communication is timely, clear and effective. • **Personal organisation**, able to work in a methodical and organised way to achieve goals and ensure maximum efficiency and effectiveness. • **Adaptability,** able to adapt to a complex, ever changing work environment including adopting a flexible approach and reacting positively to changing circumstances. • **Accountability,** able to ensure the successful completion of every task or activity they undertake at work including having a positive, can do attitude in their pursuit of their goals and duties. • **Teamworking**, recognising responsibility as a team member to include providing active support and loyalty, valuing individuals for their knowledge and contribution, encourage everyone to contribute and to ensure fellow team members are fully informed of matters that may affect them. • **Quality & Customer Service**, able to demonstrate clear commitment to achieving high levels of customer service to staff and students. • **Self development,** the ability to recognise the responsibility to develop oneself and proactively seeking assistance to meet development needs. • **Respect for Race, Equality and Diversity,** Sees issues from another person's point of view. Is polite, tolerant and patient when dealing with people, treating them with respect and dignity, no matter what their race, religion, position, background, circumstances, status or appearance.

Terms & Conditions of Employment (Academic Staff)

Salary
Salaries are in accordance with the Academic Salary Scale as follows;

- Band A 15,585 per annum to £21,263 per annum
- Band B £19,843 per annum to £29,806per annum
- Band C £28,103 per annum to £38,321 per annum
- Band D £35,483 per annum to £46,833 per annum

Grade structure
All staff employed on the Academic Salary Scale, Bands A to D are able to move through the spine points of a given band subject to their annual performance at appraisal and in accordance with the Academic Salary Management Policy.

Pay Award/Reviews
All salaries are reviewed annually in September to reflect changes in cost of living.

Qualifications
It is College policy for all HE teaching staff to undertake an appropriate teaching qualification on commencement of employment.

Hours
Minimum of 37 hours per week, Monday to Friday inclusive. These hours may vary for part time, term time or sessional contracts.

Holiday
35 days per annum plus bank holidays. An additional 5 days per annum will be granted in return for commitment to College Open Days, Horse Trials, Careers & Guidance Days, Interview days, etc. The holiday year commences on 1 September and entitlement will be pro rata during the first year of employment for new starters who join part way through the holiday year. Entitlement to holidays and bank holidays are calculated on a pro rata basis for part time, term time and sessional staff.

Notice period
One term's clear notice is required on either side. The Spring Term runs from 1 January to 30 April, the Summer Term from 1 May to 31 August and the Autumn Term from 1 September to 31 December.

Medical Clearance
The appointment of all staff is subject to satisfactory medical clearance. This involves the completion of a confidential questionnaire. A full medical examination may not be necessary.

Clearance with the Criminal Records Bureau
Clearance with the Criminal Records Bureau (CRB) will be required for all staff in connection with the Protection of Children and Young Persons.

Probationary Period
There is a probationary period of six months for this post during which time you will be expected to satisfactorily demonstrate your suitability/capability. For fixed term posts, the probationary period may vary according to the length of the contract.

Appraisal & Staff Development
The College operates a staff development and performance appraisal scheme. All members of staff are encouraged to develop their skills in relation to their job role and the College is committed to the ongoing development of all staff.

Pension
You are entitled to participate in the Teachers' Pension scheme (TPA) subject to its terms and conditions. It is normal practice to enter all employees into the scheme on commencement of

employment unless you complete the 'Election to opt out of the Teachers' Pension Scheme' form.

Childcare Vouchers

The College operates a Child Care Voucher Scheme. Full details are available from the HR department.

Parking

The College offers free on-site parking to all staff. Parking permits are required to be displayed in all vehicles.

Sickness Benefit

The College has a Sick Pay Scheme, but employees can expect to receive at least Statutory Sick Pay. Full details are available from the HR Department.

Maternity, paternity, adoption & parental rights

Employees can expect to receive at least statutory maternity, paternity and parental leave rights. Full details are available from the HR Department.

Disability Equality Scheme

The College is committed to taking a proactive approach towards the promotion of disability equality. We would encourage you to disclose a disability so that the College can provide each individual with the support that they might need to carry out their duties. Reasonable adjustments will be made to enable employees to work safely and effectively.