

Job Description

1. JOB IDENTIFICATION

Post Title: Lecturer

Responsible to (Post Title): Curriculum Manager

Last Update: March 2024

Version Number: Final

2. PRINCIPLE JOB PURPOSE

The post holder will support excellence in learning through the preparation and delivery of high quality learning, teaching and assessment materials and by supporting learners. Reports directly to the Curriculum Manager and works closely and supportively with other colleagues and partners to deliver excellence in learning. The role will specifically involve:

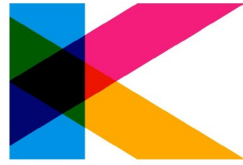
- Teaching and Assessment
- Curriculum Development
- Quality and Standards
- Student Support
- Continuing Professional Development

This post will have a teaching remit at an agreed number of class contact hours.

3. MAIN DUTIES & RESPONSIBILITIES

Teaching and Assessment

- Provide engaging, inclusive and high quality learning and assessment opportunities that meet diverse learning needs
- Plan with learners contextualised learning and teaching taking account of the needs of learners and their development of essential skills
- Design, produce and adapt to learner needs a range of effective and engaging learning and teaching and assessment activities that builds on existing practice, motivates learners and also takes account of supportive technologies
- Ensure up to date recording of student attendance, withdrawals and results and of wider progress and achievements, in line with College processes
- Contribute to and ensure accurate recording of moderation / verification activities.
- Monitor students on work placements where appropriate



Curriculum Development

- Work with others to develop engaging and effective approaches to teaching, making optimum use of learning technologies
- Ensure that the curriculum is relevant and up to date; the post holder will contribute to the development of elements of provision

Quality & Standards

- Where appropriate, contribute to student selection and recruitment processes and advise potential learners
- Lead and contribute to internal moderation and verification groups
- Contribute to Faculty self-evaluation and operational planning
- Agree targets, formulate individual action plans and contribute to team plans to address identified areas for improvement and enhancement

Student Support

- Identify learners' needs and provide appropriate guidance and support, referring to specialists where appropriate
- Support individual learners to develop their learning goals and targets and to reflect on their progress towards them
- Enhance retention and achievement by providing high quality subject support to learners
- Undertake a Class Tutor role as appropriate, develop and maintain Individual Learning Plans for learners
- Contribute to learner induction as required

Continuing Professional Development

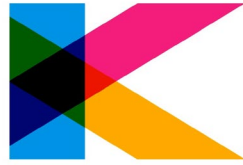
- Ensure that skills and knowledge are kept up to date, by undertaking regular Continuing Professional Development
- Develop a reflective and evaluative approach to personal professional development

Relationships

- Work closely and supportively with the Curriculum Manager, other colleagues and partners, to deliver excellence in learning
- Support and advise students appropriately
- Attend and take part in meetings and working groups as appropriate
- Work with employers, schools and universities
- Advise on health and safety and resource issues specific to the curriculum area

General

- Operate as a member of the Curriculum team, offering constructive challenge, specialist advice and the highest professional standards.
- Undertake projects as directed by the line manager.
- Proactively collaborate with internal and external partners.
- Keep abreast of current developments which may be relevant to the College's activity and future direction.



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- Have an understanding of and comply with College policies and procedures.
- Promote and advance Equality and Diversity in all aspects of College operations.
- Promote the ethos and values of the College and the standard to which staff and students demonstrate these in all areas of College life.
- Provide leadership to staff, where appropriate to the role, encouraging training and development to ensure all achieve their full potential where indicated in the duties and responsibilities for the role.
- Assist with self-evaluation activities for their area in accordance with College procedures.
- Respect the confidentiality of matters relating to learners and staff.
- Understand your role and obligations in complying with the requirements of the regulatory framework for the College, both as a service provider and an employer, in particular the Data Protection Act, the UK General Data Protection Regulations and the Freedom of Information Act.
- Report any accidental or unlawful loss of personal data in accordance with the College Data Protection Policy.
- Ensure the Health and Safety of staff and students in all aspects of College activity by exercising a duty of care for personal health and safety and that of others who may be affected by their actions.
- Comply with all role specific training and all compulsory training provided by the College, for example Health and Safety, equality and diversity, etc.
- Carry out any other duty commensurate with the post as required by the Vice Principal or the Principal.

The duties of this post will be reviewed periodically and may, in consequence, be modified to meet new requirements and the exigencies of the service.

4. COMMUNICATIONS (Internal & External)

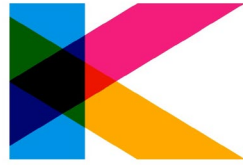
The post holder will communicate regularly using a variety of methods with key internal and external stakeholders and partners.

The post-holder has key internal working relationships with staff at all levels.

The post-holder is required to develop effective operational relationships with key partners and stakeholders both internal and external to the College.

5. ASSIGNMENT AND REVIEW OF WORK

The post holder will assist in setting their objectives and responsibilities for this role, within broad parameters set by the Head of Faculty, Senior Curriculum Manager, Curriculum Manager and the Strategic Management Team and will be accountable for delivery of these objectives.



6. KNOWLEDGE, SKILLS & EXPERIENCE

Qualifications:

- Educated to SCQF Level 8 or relevant professional equivalent in the specialist area; or significant relevant experience in the specialist area as an alternative to formal qualifications; or an appropriate vocational alternative
- A recognised teaching qualification
- Evidence of Continuous Professional Development

Knowledge:

Demonstrable knowledge of

- Further Education in Scotland
- National priorities for education
- The skills priorities locally

Skills and Competencies:

- Ability to provide engaging, inclusive and high quality learning and assessment opportunities that meet diverse learning needs
- Contribute to the development of curriculum delivery
- Develop and maintain effective relationships with stakeholders
- Ability to initiate innovation and promote change
- Ability to plan effective and responsive curriculum
- Ability to undertake partnership work and raise the College's profile externally

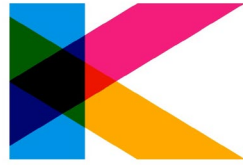
Experience:

- Ability to provide flexible and innovative approaches to the delivery of the curriculum, including the use of new learning technologies
- Possess effective ICT skills and an understanding of the role of online learning
- Previous experience of individual or group guidance/supervision in a formal or informal setting
- Relevant industrial or practitioner experience in appropriate discipline
- Teaching in a post compulsory education setting and of assessment and moderation in the context of SQA and the National Curriculum
- A relevant qualification required specifically for the curriculum area as identified by the College

7. WORKING ENVIRONMENT

Physical:

- Partly classroom/office based but will require to work around all of the main campuses and will be required to travel where this is required to meet College objectives.
- Moving between meetings.
- Will be required to move between all the colleges campuses.



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Working environment:

You may be required to work within any of the College's main campuses, premises or place of work used by the College to meet its operational requirements, regarded as onsite working.

- Onsite working is expected however an element of hybrid working, working from home, may be considered but is not mandatory and/or/guaranteed and will be subject to the operational requirements of the College.
- Onsite working, and home working, will involve the use of either static or mobile ICT equipment (e.g. desk top PC. Laptop etc.) and will require online activity (e.g participating in work activities involving MS Teams, Zoom etc).
- Keyboard skills are expected but the required level of skill will be specific to your role.
- An ability to operate a range of office equipment, including desktop PCs, laptops and reprographic equipment etc. and any specialist equipment which may be specific to your role.
- An ability to utilise a range of software packages including e-mail, MS Office packages, MS Teams, etc. and any specialist software which may be specific to your role.
- An ability to utilise a range of software packages and equipment to allow you to effectively operate online if required.
- Attendance at external meetings as required by the role.
- The role may be considered for a flexible working arrangement under the College's Family Friendly and Flexible Working Policy subject to operational requirements of the College.