



## **JOB DESCRIPTION**

**Job Title:** Lecturer  
**Reports to:** Learning Area Manager

### **Main Duties and Responsibilities**

- a) To undertake all forms of pedagogic work which may include classroom teaching, tutorial work and associated outreach duties, residential, open and distance learning courses and student placements.
- b) To ensure the associated organisational and administrative work, preparation and marking is undertaken.
- c) To provide the appropriate student welfare and academic/non academic counselling responsibilities.
- d) To undertake an annual teaching workload of contact hours for category 'A' duties of 828 maximum to 761 minimum (pro rata for part-time) as detailed in the College workload agreement.
- e) To conduct curriculum development work including identification of consumer requirements, planning, development and evaluation of courses and course materials.
- f) To ensure the administration and management of subjects/units/modules of education and training, or of significant facets or subdivision of these, is carried out.
- g) To support publicity and public relations related to the College is carried out at all times.
- h) To participate in appropriate team and committee meetings.
- i) To ensure unit/subject/module administration and group tutorial duties, including interviewing, induction and assessment (including satisfactory retention rates, exam results), monitoring student progress, placement and destination, monitoring, review and evaluation is achieved.
- j) To participate in internal verification and moderation procedures.
- k) To support the College quality assurance and control procedures.
- l) To participate in the College staff development review and appraisal process.
- m) To support and participate in in-service training and staff development programmes based on assessment of individual and College needs.
- n) To participate in College staff development initiatives relating to equal opportunities and disability issues in line with College policies.

- o) To undertake individual or collaborative research and consultancy work agreed by College management to be part of the lecturer's duties.
- p) To ensure subject updating activities including curriculum and professional are undertaken and agreed with the line manager.
- q) To observe and have responsibility for the College Health and Safety policies. This includes the duty to take reasonable care to avoid injury to themselves or others by their work activities or omissions, and to co-operate with their Employer in the discharge of its statutory duties

**NB:** Lecturers will be required to carry out any other duties commensurate with the grade of post and conditions of service which may be required from time-to-time.

### **Person Specification**

#### **Essential Qualifications:**

- Educated to degree level or equivalent or have substantial relevant subject experience.
- You will be required to obtain a Stage 3 full professional qualification (PGCE in post-16 education or equivalent) within 2-4 years of commencing lecturing duties within the College.
- Possess excellent interpersonal and organisational skills.

#### **Desirable Qualifications:**

- Working within a HE/FE environment

Signed: .....

Print Name: .....

Date: .....