Job Description

Department:	**Academic**
Post:	**Lecturer**
Responsible To:	**Learning and Skills Manager**

Purpose of Job:

The role of Lecturer is to facilitate a positive learning environment which encourages all learners to achieve their full potential, through the development, delivery and assessment of relevant resources.

Lecturers are required to support the Director/Learning & Skills Manager in the delivery of the department curriculum to the quality and standards required.

Major Tasks/ Job Activities:

- Teach and assess the various classes or groups assigned to him/her in accordance with established practice and conditions of service and to have primary responsibility for the conduct and discipline of students within their control.
- Develop course material within the concept of the flexible curriculum.
- Participate in internal verification and undertake evaluation of courses/programmes and the academic counselling of students.
- Participate in work-based assessments, if required.
- Participate in curricular development designed to meet the needs of the subject area.
- Post holder may be required to develop and deliver industrial-based group courses and training to local companies.
- To co-operate in ensuring that centre safety precautions are carried out and safety regulations adhered to.
- Maintain expertise by undertaking professional development programmes as required.
- Assist with relevant administration as required.
- Acting as course tutor where appropriate.

Lecturers may be required to participate (either full or part time) in specific lifelong projects financed by European Social Funding, European Regional Development Funding or European Partnership Projects when necessary.

Undertake other duties as may be legitimately specified by the Principal or Director, in light of the lecturer's personal skills or interests.

Responsible For:
None

Decisions Made in Course of Job:
Style and structure of delivery of course material, in line with relevant awarding body guidelines.

When to refer issues onto Director/Learning & Skills Manager.

Other decisions required, in the course of the role, in line with the main responsibilities outlined.

Supervision Received:
The post holder reports to the Director, however, on a daily basis seeking clarification and direction as required from a designated Learning & Skills Manager. He/she operates within the guidelines and procedures laid down by the Learning & Skills Manager, Director and College Management and is expected to operate these in their absence. Problems are referred to the Director for discussion to arrive at the best course of action.

Contacts:
Internal

Students
College management and staff

External

Awarding bodies e.g. SQA, City and Guilds
Auditors / verifiers
Local companies
Schools
Universities

Educational/ Vocational Qualifications Required:
You will be educated to at least SCQF Level 7.

The post holder must be qualified at least one level above the level they will be teaching.

The Teaching Qualification in Further Education (TQFE) is desirable. Post holders will be expected to be willing to undertake this qualification if not already held.

Experience Required:
Experience within the relevant sector is essential.
Previous experience of teaching or lecturing is desirable.
Experience of having worked in a Further Education establishment would be advantageous.

Experience of working with partners, including youth justice, social services and organisations who support those engaging in harmful life choices.

Complexity:
There is also a requirement to have a thorough knowledge of the College's policies and procedures, and an ability to seek guidance, clarification and assistance when difficulties arise.

The post holder deals with students of all abilities in the college and must be able to communicate effectively.

He/she must maintain confidentiality at all times.

Creativity:
Design, develop, review and improve learning materials.

Style of course delivery and teaching methods.

Flexibility in teaching methods and materials used.

Special Conditions:
None

Please note the list of main duties and responsibilities is not exclusive or exhaustive and the post holder will be required to undertake such duties as may reasonably be expected. All members of staff are required to be professional, cooperative and flexible in line with the needs of the post and the college.