NEW COLLEGE LANARKSHIRE
Bringing Education Closer

JOB SPECIFICATION

JOB TITLE: **TEMPORARY LECTURER**

ACCOUNTABLE TO: **HEAD OF DEPARTMENT/ACADEMIC LEADER**

1. JOB PURPOSE

To work within the curricular areas embraced by the Faculty involving preparation, delivery and assessment of a range of programmes.

2. KEY TASK SUMMARY

2.1 Teaching

2.2 Assessment

2.3 Administration

2.4 Development

2.5 Personal Development

3. KEY TASKS

3.1 Teaching

- ensure content is relevant, accurate and up-to-date;
- advise on the resource requirements of programmes;
- apply effective learner centred learning techniques;
- design and produce learning materials;
- develop and evaluate an appropriate curriculum for learner programmes;
- meet health and safety requirements in learner programmes.

3.2 Assessment

- administer assessment as required;
- monitor learner progress and implement remediation and reassessment procedure if necessary;

- assist in the assessment procedures for the selection of learners;
- comply with internal moderation procedures.

3.3 Administration

- maintain and update learner attendance and assessment records;
- implement College enrolment procedures;
- maintain and update records appropriate to learner progress;
- contribute to course programme reports.

3.4 Development

- review and evaluate existing assessment instruments and make appropriate updates and/or amendments;
- review practice in relation to College quality assurance procedures;
- contribute to the design, development and evaluation of teaching programmes;
- assist in the development of appropriate qualifications.

3.5 Personal Development

- identify personal job-related development needs.

4. OBJECTIVES

To be agreed.

These key tasks are not intended to be exhaustive but simply highlight a number of major tasks of the post. The post holder may be required to undertake additional duties which might reasonably be expected and which form part of the function of the post.

* every job description will be subject to review on an annual basis, or
* as a result of a change in strategic management, or
* as a result of team / operational requirements, or
* as a result of agreed staff development and career review needs and objectives, or
* within six months of appointment.

PERSON SPECIFICATION
JOB TITLE: TEMPORARY LECTURER

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	ATTRIBUTES	ESSENTIAL	DESIRABLE
1.	**EXPERIENCE**	Practical experience in a relevant discipline	Experience in delivery of the FE curriculum Experience in liaison with external agencies Understanding of SQA, City & Guilds and other relevant assessment systems and procedures
2.	**EDUCATION & QUALIFICATIONS**	Degree (SCQF Level 9) in a relevant subject area. Minimum entry qualifications for eligibility to study BA Tertiary Education (Previously known as TQFE)	Teaching qualification Assessor and Verifier Units European Computer Driving Licence (ECDL)/ Internet & Computing Certification (IC3)
3.	**SKILLS & APTITUDE**	Effective communication skills Excellent organisational skills Ability to work on own initiative and under pressure Highly motivated Able to develop the curriculum Committed to working as part of a team Positive attitude Self motivated Commitment to College ethos Flexible, conscientious and loyal	IT literate