Job Description

Department:	**Business, Creative and Enterprise**
Post:	**Lecturer – Business - Accounting**
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 Learning and 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 them 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 context 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 Learning Skills Manager, in light of the lecturer's personal skills or interests.

Any other duties within reason arising and pertaining to the post.

The list of duties is not exhaustive but serves merely as a guide.

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 Learning and 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 Learning and Skills Manager, however, on a daily basis seeking clarification and direction as required from a designated Learning and Skills Manager. They operate within the guidelines and procedures laid down by College Management and are expected to operate these in their absence.

Problems are referred to the Learning and Skills Manager 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 and universities

Educational/ Vocational Qualifications Required:
You will be educated to at least SCQF 9 Level.

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.

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.

They 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