NEW COLLEGE LANARKSHIRE
Bringing Education Closer

JOB DESCRIPTION

1. JOB IDENTIFICATION

Post Title:	Temporary Lecturer
Accountable to:	Head of Department
Responsible to:	Academic Leader
Salary:	£43,402 - £52,247 per annum pro rata
Main Base:	This post will be based at Motherwell Campus, although regular travel to other campuses will be a requirement of the post

2. PRINCIPAL JOB PURPOSE

To support the work of the curricular area, contributing to the team's commitment to achieving the main corporate objectives as they relate to this area.

3. MAIN DUTIES & RESPONSIBILITIES

3.1. Teaching

- ensure content is relevant, accurate and up to date;
- advise on the resource requirements of programmes, ensuring provision is current and efficient;
- apply effective learner-centred learning techniques, including flexible learning;
- design and produce learning materials;
- operate learner support systems, including adult guidance;
- meet health and safety requirements in learner programmes;
- contribute to the design, development, implementation and evaluation of staff development programmes;
- develop and evaluate an appropriate curriculum for learner programmes.

3.2. Guidance

- contribute to learner induction and first-line guidance;
- assist with the implementation of College guidance policies and procedures;
- contribute to departmental guidance and learner support procedures;
- liaise with individuals and organisations as delegated;
- contribute to or collate assessment reports for learner reviews.

3.3. Assessment

- prepare assessment instruments for appropriate units/course programmes;

- review and evaluate existing assessment instruments and make appropriate updates and/or amendments;
- monitor learner progress and implement remediation and reassessment procedures;
- undertake internal moderation procedures;
- assist in the assessment procedures for the selection of learners;
- review practice in relation to College quality assurance procedures;
- contribute to departmental assessment reporting and recording procedures.

3.4. Administration

- maintain and update learner attendance and assessment records;
- implement College enrolment procedures;
- undertake delegated departmental administration procedures.

3.5. Development

- contribute to operational development plans;
- identify personal job-related development needs;
- contribute to the design, development and evaluation of teaching programmes;
- assist in the development of Scottish Group Award Qualifications and Scottish Vocational Qualifications.

4. ADDITIONAL RESPONSIBILITES

The postholder will be required to follow all College policies and procedures at all times and take account of College guidance. The post holder will deputise for the Academic Leader where necessary.

The above list is not exhaustive and is only indicative of the duties and responsibilities of the postholder. Job descriptions may be reviewed and amended in order to meet changing organisational needs and objectives.

5. WORKING ENVIRONMENT

Physical

- The post is office/classroom based but will require travel between campuses and attendance at external meetings.
- ICT skills required for production of paperwork, reports and e-communication.

Mental

- Frequent and intense periods of concentration e.g. when analysing statistics or preparing reports.
- Dealing with issues raised by learners and staff;
- Frequent interruptions to work which require work priorities to be reviewed.
- Dealing with range of unrelated issues simultaneously.

Emotional

- Dealing with crises and acting as a Faculty spokesperson, as agreed with the Head of Faculty
- Dealing with periods of high workload
- Maintaining measured and professional attitude and approach at all times.

6. Health and Safety Statement

As a member of staff of New College Lanarkshire, you will fulfil the health and safety responsibilities specific to your role as set out in the Health and Safety Policy to support the College vision and aims. You will assist in the achievement of compliance with statutory provisions and Health and Safety Policy objectives. You are required to take all reasonable care for yourself and others, undertake any training relevant to your position, participate in Health and Safety initiatives and make full and proper use of any control measures provided to reduce or eliminate risks to Health and Safety.

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PERSONAL SPECIFICATION

TEMPORARY LECTURER

Education and Training

- Degree (SCQF Level 9) in a relevant subject area
- Minimum entry qualifications for eligibility to study BA Teaching Qualification for Further Education (Previously known as TQFE)
- *Teaching qualification (Desirable)*
- *Assessor and Verifier Units (Desirable)*

Knowledge and Experience

Candidates will demonstrate knowledge in the following areas:

- Relevant work experience
- *Experience in the delivery of the FE curriculum (Desirable)*
- *Experience in liaising with external agencies(Desirable)*
- *Understanding of SQA, City & Guilds and other relevant assessment systems and procedures (Desirable)*

Skills

- Excellent practical and technical skills
- Effective communication skills
- Excellent organisational skills
- Ability to work on own initiative and under pressure
- Ability to develop the curriculum

Relationships

- The Lecturer will report directly to Academic Leader and will work collaboratively with the wider Faculty Management Team and staff across the College.
- Where required, the Lecturer will be expected to work across campuses and will represent the College at external meetings. Due to the responsibilities of the post, some out of hours work may be required.