

JOB DESCRIPTION

Post Title:	Lecturer
Post Reference:	
Department:	
Responsible to:	Curriculum Manager

Overall Purpose of the Role : (Summarise the key responsibilities to achieve the overall purpose of the role and attach the organisational chart appropriate to the area)

Provide learners with relevant knowledge and skills, delivered utilising the most effective teaching and assessment methods, support independent learning and maintain the general standards of education associated with the level of study. Contribute to the overall effectiveness of the curricular area, assisting team members and the Curriculum Manager in recruiting students and evaluating learning and teaching. Support the achievement of the operational and strategic objectives set out in the College Outcome Agreement.

Key Responsibilities (Detail the key responsibilities and activities to ensure the overall purpose of the role is achieved)

1. Effectively manage teaching and learning activities and apply the most appropriate methodologies that will enable learners to achieve their learning goals
2. Design, develop, review and improve learning materials and methods to ensure that they maintain relevance and currency. Meet national quality standards
3. Contribute to the development of new courses
4. Design, review and improve teaching methods to ensure that students are valued and supported and that the learning environment is appropriate, effective and engaging
5. Support learners in the achievement of their learning goals appreciating the needs and circumstances of each student
6. Participate in programme and team evaluations and the achievement of identified action plans
7. Undertake teaching and assessment duties in accordance with quality frameworks, lead body and awarding body procedures and processes, providing constructive and timeous feedback to learners
8. Maintain accurate records of learner attendance and achievement ensuring that all required data is recorded in line with College policy and procedures

9. Assist in the recruitment and enrolment of learners, participating in promotional activities for example open days, assisting in admissions and supporting induction processes
10. Reflect on practice and own Continuous Professional Development (CPD) needs and participate in College review processes and CPD activity
11. Work in ways that meet health and safety requirements and are consistent with equality and diversity principles
12. Keep up to date with curricular and industry/sector occupational standards and developments
13. Contribute effectively and support the achievement of the College Regional Outcome Agreement as well as other College aims and objectives
14. Perform internal moderation activities
15. Provide initial guidance to learners and refer to specialist resources where appropriate
16. Attend meetings as required, for example on operational, quality or other matters

Key Contacts/ Relationships

(Detail the internal and external contacts and relationships)

External contacts include: employers, awarding and accreditation bodies such as SQA, other Colleges and quality standard bodies.

Internal contacts include Assistant Principals, Heads of School, Curriculum Managers, teaching staff, quality teams and Student Experience and Engagement Teams.

PERSON SPECIFICATION
POST : Lecturer

CRITERIA	ESSENTIAL	METHOD OF ASSESSMENT	DESIRABLE	METHOD OF ASSESSMENT
Education & Qualifications	• Qualified to HND/Degree (SCQF 8/9) or • SVQ Level 4/5 in the relevant vocational area or • Highest level qualification in the relevant discipline	Application form	• A relevant teaching qualification (TQFE/PDA/PGCE) • Assessor or Verifier Awards	Application form
Experience	• Relevant current academic experience or • Demonstrable experience and practiced skills following vocational qualification	Application form / Interview	• Broad demonstrable experience of curriculum delivery • Proven effective educational practitioner (experience of innovation and development of successful methodologies in curriculum delivery) • Proven record of evaluative ability, to recognise areas for improvement and plan for excellence	Application form / Interview

			• Experience of community education • Experience of designing and managing essential skills activity • Experience of quality audit and enhancement activity • Experience of developing blended learning materials • Experience of working with diverse students.	
Skills/ Attributes	• Organisation skills to ensure effective and efficient use of resources • Appropriate knowledge of existing, emerging and assistive technologies to support and enhance the learning process • Effective written, listening and speaking skills • Methodical approach • Effective communicator	Interview	• Understanding of quality frameworks • Able to support students' learning requirements	Interview

	• Work on own initiative and within a team environment • Good knowledge of subject area • Knowledge of different learning and teaching methodologies and how to apply them • Demonstrate a passion for supporting others			
Any Other Relevant Criteria	• The role may require travel within the Fife region	Interview		

Generic Information to all Roles

The responsibilities described within the job description are not intended as exclusive or exhaustive. They are to highlight the major tasks and duties of the role and the post holder may be required to undertake other duties that are consistent with the overall purpose of role.

It is expected that every job description will be subject to an annual review or after six months of appointment. In addition, posts may be reviewed where there is a business need.

It is expected that postholders will understand the policies and procedures within Fife College, particularly where those relate to equality and diversity, health and safety and safeguarding.

Every member of staff is expected to be a role model to others within the College and those they encounter in the course of their duties upholding the College's values.