

**Job Title:** Lecturer

**Grade:** Academic Pay Scales - Lecturer Grade

**Reporting To:** Curriculum Manager

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## **1 Purpose of Job**

Plan, deliver and develop high quality learning opportunities for students to help them achieve their learning goals, in accordance with the College's mission, values and objectives.

Provide professional support in all aspects of curriculum development and delivery, student support, placement and assessment. This will generally include associated organisational, administrative and management responsibilities.

## **2 Principle Accountabilities**

The duties and responsibilities of a Lecturer are inherently of a professional nature and are wide ranging. They include, but are not restricted to the following:-

- a. Provide high quality teaching, learning, assessment and internal moderation across a wide range of courses up to and including Higher Education.
- b. Develop and prepare curricula, course plans, high quality learning materials, assignments, activities and assessments for student learning.
- c. Monitor and assess students' progress through course work, project work and examinations and maintain up to date and accurate records of their progress and achievement.
- d. Provide good quality tutorship of students, giving appropriate support to enable students to achieve their academic and vocational targets. Complete student reports and where appropriate, communicate with stakeholders and external agencies to provide information on progress of students.
- e. Lead a course (or courses) of study, ensuring high levels of retention and achievement. Leading a course (or courses) involves planning, designing of activities, assessment opportunities and appropriate documentation to record all processes throughout the programme, including liaison with college registry and examinations section.
- f. Interview and give guidance to potential students, through liaison with Student Services and assist existing students to make appropriate decisions in relation to their next steps, including assisting with applications to Higher Education and/or employment. This will include assisting with enrolment and undertaking induction of students to ensure their transition on to courses is efficient and effective.
- g. Monitor attendance of students including completion of registers, withdrawal and transfer forms to ensure accurately maintained student and class records within the College's MIS.
- h. Organise student placements (in liaison with business development advisers) and communicate with students in the workplace as required.

- i. Undertake review of course performance and plan for further development and improvement of the provision accordingly. This will include facilitating and taking account of student, employer, parent and other stakeholder feedback.
- j. Be proactive in marketing/liasing with local schools, sector representatives and employers with the objective of developing and enhancing programmes of study, ensuring targeted levels of recruitment, establishing strong partnership links and raising the profile of the course(s). Ensure the accuracy and content of marketing materials.
- k. Prepare for and participate in appropriate College Events (these may include Open Evenings, Parent's Evenings, enrolment events)
- l. Engage in professional development/research work including the conduct of and participation in staff appraisal and in-service training based on an assessment of individual needs. Contribute to the mentoring system for new staff and colleagues as appropriate.
- m. Support College policies, procedures and quality assurance systems. To conduct aspects of all duties and responsibilities in line with the Corporation's Health & Safety Policy in the interests of themselves, other colleagues and students.
- n. Be familiar with Safeguarding requirements as outlined in the Safeguarding Policy and comply with its requirements to safeguard and protect the welfare of children, young people and vulnerable adults.
- o. Demonstrate commitment and enthusiasm to promote the principle of equality and diversity in employment and service delivery and comply with the requirements of the Equality and Diversity Policy.
- p. Be prepared to operate on a flexible basis to meet the needs of the organisation.
- q. To perform such other reasonable duties commensurate with the grade of the post as required.

### **Generic duties**

In addition to the requirements of the post above, all members of the academic staff are required to -

- r. Complete all associated organisation/administrative work; preparation and marking in a timely manner.
- s. Assist in the coverage of classes for absent colleagues.
- t. Respond to student data requests.
- u. Supervise students in all contexts on College premises and elsewhere when on College activities.
- v. Identify, deliver where appropriate, monitor and record all aspects of additional support, in conjunction with the Additional Support Team.
- w. Participate in, or lead where appropriate, team/ committee meetings. This will include the completion and maintenance of minutes and appropriate records.
- x. Assist with the selection of students for awards.
- y. Respond to enquiries, compliments and complaints regarding course(s).

### 3. Qualifications/Experience Required

	Essential	Desirable
<b>Teaching Qualifications:</b>	Teaching qualification	A1 and V1 Awards
<b>Academic Qualifications</b>	NVQ level 4, Degree in relevant discipline or equivalent professional qualification.  Minimum GCSC (A-C) / Level 2 in English and Maths.	Higher Degree in relevant discipline.
<b>Teaching Experience</b>	Knowledge and experience of current teaching and learning strategies.  The ability to teach and develop a range of courses within a College environment.  The ability to manage a course of study and possess effective organisational and administration skills to maintain recording documentation.  The ability to motivate and stimulate students to achieve their qualifications.  Provide pastoral guidance.	Teaching experience across a range of levels. Experience of NVQ / GNVQ.  Experience of participating in educational / professional programme development.
<b>Work Experience:</b>	Knowledge of the specialist subject area including industry related experience in relevant discipline  IT literate	Management experience.
<b>Special Aptitudes:</b>	The ability to: <ul style="list-style-type: none"> <li>• work on own initiative</li> <li>• work in a team</li> <li>• meet deadlines</li> <li>• set and achieve high standards for self and others</li> <li>• communicate effectively</li> <li>• enjoy a climate of change</li> <li>• build and maintain good relationships with a very wide range of people including liaising with external agents</li> <li>• demonstrate a commitment to safeguarding younger students and vulnerable adults.</li> </ul> Committed, hard working, supportive, flexible, team worker, with an ability to lead a team.	

	<p>Alertness to new and potential opportunities for development.</p> <p>Ability to deal with conflicting demands and personal resilience</p> <p>Have an awareness of and promote equal opportunities within the College environment.</p>	
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### **Equal Opportunities**

Darlington College is committed to recognising and promoting equality and diversity within the community. We wish to provide a working and learning environment that acknowledges the richness of diversity and recognises the positive contributions of men and women of different social backgrounds, cultures, religions, abilities, ages and sexual orientation.

Applications are therefore welcomed from all persons regardless of their sex, marital status, ethnic origin, disability, religious belief, age or sexual orientation provided they have the necessary attributes to carry out the job role.