

JOB DESCRIPTION

JOB TITLE: SESSIONAL LECTURER
LINE MANAGER: CURRICULUM MANAGER

PURPOSE

To contribute to the full range of teaching and training activities that make up the learning experience.

DUTIES AND RESPONSIBILITIES

The lecturer may be required to undertake any of the duties categorised below:

1. Undertake a programme of work that may include:
 - classroom/workshop teaching;
 - tutorial work;
 - associated outreach work;
 - residential elements;
 - delivery of open/distance learning;
 - student placements;
 - contribute towards curriculum development;
 - marking of student work/assignments;
 - preparation and development of learning materials and student assignments;
 - student admissions and induction;
 - recording, tracking and monitoring of student progress.
2. Undertake organisational/administrative work in association with course/service provision, including work preparation and marking.
3. Undertake student welfare and academic counselling responsibilities as appropriate.
4. Ensure that student discipline is maintained and that College procedures are fully understood and complied with.
5. Participate in staff development, reviews and training, based on an assessment of individual and service needs.
6. Ensure the principles of the College's Equality Policies are encompassed within all aspects of work.
7. Work with line manager to identify training needs, and actively seek out relevant training and development opportunities.
8. Be committed to the promotion of fundamental British Values as defined by the prevent duty.
9. Be responsible for promoting and safeguarding the welfare of any children, young people and vulnerable groups you may come into contact with during your employment at Henley College Coventry.
10. Undertake any other duties commensurate with the grade range of the post.

I have read, understood and agree to the above duties.

SIGNED:

DATE:

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	Qualifications and Training	Essential (E) or Desirable (D) requirements	How Measured: A = Application form I = Interview M = Micro-Teach
1.1	Relevant teaching qualification, or willingness to work towards within a specified timescale	E	A
1.2	Minimum of Level 2 qualification, or equivalent competency, in Communication/Literacy or willingness to achieve in a specified timescale	E	A
1.3	Minimum of Level 2 qualification, or equivalent competency, in Numeracy/Maths, or willingness to achieve in a specified timescale	E	A
1.4	Relevant to subject(s) and level(s) offered; this could be any of the following: Degree, HND, HNC and/or Vocational qualifications, apprenticeship	E	A
1.5	Evidence of continuing professional development	E	A
1.6	A units or equivalent	D	A
1.7	V unit or equivalent	D	A
	Experience		How Measured
2.1	Experience of teaching in relevant subject area	E	A/I
2.2	Evidence of effective tracking and monitoring of a wide range of students on a range of different programmes	D	A/I
2.3	Successful course and curriculum development and management	D	A/I
2.4	Evidence of developing work experience placements	D	A/I
2.5	Experience of teaching Functional Skills English and Maths	D	A/I
2.6	Evidence of identifying and maximising funding opportunities and generating additional income	D	A/I
	Knowledge/Skills		How Measured
3.1	Theoretical and practical knowledge to teach a range of topics within specified subject area	E	A/M
3.2	Ability to expand and develop the provision	E	I/
3.3	Ability to track and monitor a wide range of students on a range of different programmes	E	I

3.4	Ability to use effectively within own teaching practice a range of teaching and learning methods, including Assessment for Learning, Blended Learning and Information Learning Technology	E	I
3.5	Excellent written and verbal communication, interpersonal and organisational skills	E	I
3.6	Ability to develop community/industry links	E	I
3.7	Ability to deliver functional skills within relevant subject area	E	I
3.8	Ability to deal with paperwork, record keeping and administration accurately and efficiently	E	I
3.9	Knowledge of quality processes in FE	D	I
	Disposition/Attitude		How Measured
4.1	Ability to work under pressure and meet tight deadlines	E	I
4.2	Ability to work well in a team	E	I
4.3	Ability to motivate and relate to a range of students	E	I
4.4	Flexible approach to working hours	E	I
4.5	Ability to demonstrate an understanding of safeguarding and equality, and their importance within the College, appropriate to role	E	I
4.6	Ability to promote British values as defined by the prevent duty	E	I
	Special Conditions		How Measured
5.2	Access to a car to facilitate external workplace visits	D	I