

Job Description

Title of Job: Lecturer

Section: Higher Education

Responsible to: Higher Education Curriculum Lead/Head

Purpose: Responsible for teaching to groups of learners on a range of courses.

Conditions of Service: As set out in the Norwich City College Contract for Lecturing Staff

Salary: Band 3 qualified lecturers

Hours of work: 36 hours per week, 52 weeks per year

Annual Leave: Annual Leave entitlement is 42 days plus 8 bank holidays per annum

You will be required to undertake the following duties as required by the HE Curriculum Lead/Head:

1. To undertake all forms of pedagogic work including (but not limited to) teaching and associated outreach duties (including in employers' premises), residential, open and distance learning courses and student placements.
2. To carry out all organisational and administrative work, preparation and marking associated with teaching responsibilities. To include (but not limited to) the provision of lesson plans, schemes of work and assessment schedules.
3. To contribute to College administration and the administration of education and training programmes.
4. To participate in staff appraisal and related activities and undertake staff development and training arising from this or from the needs of the College.
5. To participate in appropriate team and course meetings.
6. To provide initial curriculum related advice and guidance, and carry out interviewing, induction, assessment and examination (including invigilation activities) of students as required.
7. To undertake student attendance monitoring, follow up and reporting including (but not limited to) the referral to the Pal Team.

8. To assist with the capture of student data relating to retention rates, examination and other assessment results, student progress, placement details, student destinations and student satisfaction surveys.
9. To maximise the use of college resources, including (but not limited to) the use of available ICT/ILT facilities, Blackboard (or other learning resource systems) and other materials available in the Learning Centres and Libraries to enable learners to achieve their potential.
10. To contribute to the College's quality assurance processes by monitoring, reviewing and evaluating all aspects of courses, and by implementing resulting actions for improvement.
11. To comply with any awarding body requirements for continuing professional practice within the curriculum area.
12. To participate in publicity and public relations events including open days.
13. To implement good practice in respect of the College Equal Opportunities, Health and Safety, Child Protection and Data Protection policies.
14. To carry out student tutorial duties, including monitoring progress of learning, action planning and target setting, and provision of advice and guidance.
15. To undertake internal verification and liaison with external verifiers, in liaison with the Director.
16. To provide student welfare and pastoral support and absence management.
17. To participate in curriculum development work including identification of consumer requirements, planning, development and evaluation of courses and course materials and supervision of course provision.
18. External liaison/co-ordination in relation to specific courses, including liaison with employers and other stakeholders, as appropriate.
19. To take responsibility for the leadership and management of specific courses as Course Leader including:
 - The management of course teams and effective curriculum co-ordination including convening and holding regular course team meetings.
 - The provision and continuous updating of personalised Individual Learning Plans (ILPs) for all learners within the identified cohort on the course programme.
 - Ensuring that initial assessment and diagnostic assessment are undertaken and acted upon for all students. To ensure the provision of Additional Learning Support (ALS) is delivered where appropriate to student need.
 - Monitoring the success of designated courses within the curriculum area and providing direction, support and assistance to course teams and to individuals to improve success rates and other quality measures including completing programme reviews.

- Co-ordinating the publicity and promotion of the academic programmes, in consultation with the Director, in liaison with staff teams, including taster days, induction, parents' evenings and updating website information, marketing and publicity information.
- The curriculum design/structure of the programme and the planning of modules as required by the examination bodies.
- Allocation of staff, rooms and other resources required for the programmes, in conjunction with the HE Curriculum Lead/Head.
- Collating and presenting course review information and implementing quality improvement action plans.

20. Carry out responsibilities, commensurate with your position, as defined within the College Health Safety & Welfare Policy.

21. To undertake any other similar duties of this level as required by the HE Curriculum Lead/Head and/or Principal

Our Ways of Working at City College Norwich	
Kind and Curious	Treating others how you would like to be treated, and always looking for a positive solution to every problem that arises.
Open and Informative	Communicate the right information, to the right audience, at the right time, in the appropriate manner.
Respectful and Fair	To be fair, tolerant, supportive, offer impartial advice and listen to others, regardless of their background.
Collaborative and Inclusive	Promote a collaborative and inclusive culture where leadership, team ship and fellowship are fully integrated, acting as a role model and demonstrating a high degree of commitment, belief and pride in the College and the College's vision.
Consistent and Responsible	Proactively take responsibility to deliver an outstanding service. Actively seek to support others.

Job Title	Lecturer in Higher Education (Animal Science and Welfare)	Location	Easton College, Bawburgh Road, Easton
Department	Higher Education	Grade	Lecturer
Reports to	HE Curriculum Lead/Head	Post Reference	RCCN

Criteria	Essential or Desirable	How Assessed? Application (A) Interview (I) Task (T)
Qualifications / Education / Training		

1. A qualified teacher (or the commitment to obtaining the appropriate qualification)	E	AI
2. A Degree, or significant industry experience, in relevant area	E	AI
3. GCSE Grade C/4 or above, or equivalent in English and mathematics	E	AI
Experience		
1. Experience in Animal Science and Welfare	E	AI
2. Experience in the business/operations aspects of Animal Science and Welfare	E	AI
3. Experience in target setting and monitoring	D	AI
4. Experience of assessing and internal verification across a range of programmes	D	AI
Skills, Knowledge and Level of Competency		
1. An expert in the subject area and its assessment	D	AI
2. E-Literate and able to effectively utilise IT in the classroom, including social networking, Virtual Learning Environments (VLE) and e-tutoring and/or a keen willingness to learn.	E	I
3. Motivated with the ability to motivate others to succeed	E	I
4. Solutions provider, focused on outcomes	E	I
5. Employer engaged with demonstrable skills in building relationships with employers	D	AI
6. Creative, imaginative and entrepreneurial, able to differentiate and create enjoyable learning opportunities	E	AI
7. Commitment to and promotion of safeguarding the welfare of children, young people and vulnerable adults and an understanding of the safeguarding practices applicable to working within a College	E	I
Personal Qualities		
1. A team worker with an adaptable and flexible approach to work	E	I
2. Persistent and resilient approach to work	E	I
3. Aspirational in the development of own career and inspirational role model	E	I
4. Enjoys working collaboratively and seeking collaborative opportunities	E	I
5. Committed to student success and supporting students to fulfil their potential	E	I
6. Continuously improving and commitment to own personal and professional development	E	I