

## **JOB DESCRIPTION**

**Job Title:** **LECTURER**

**Line Managed by:** Associate Principal

**Staff Responsibilities:** As detailed in the organisational chart

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**Principal Tasks:** To be responsible to the Associate Principal for teaching, assessing, curriculum development and administration of subjects within the area of competence or specialism. To fulfil a teaching commitment with associated guidance and administrative duties.

Make a positive and proactive contribution to the College's strategic aims.

### **Main Duties:**

#### **1. Academic**

Ensure adequate preparation for delivery of lessons, tutorials and demonstrations as indicated by given timetables.

Apply as appropriate student centred learning approaches in the delivery of lessons, tutorials and demonstrations.

Ensure effective assessment and re-assessment of student performance as deemed necessary.

Undertake preparation of appropriate materials for all teaching and assessment.

Assist with the implementation of student discipline.

#### **2. Curriculum Development**

Contribute to the design and production of teaching, learning and assessment materials.

Participate as required to maintain curricular quality in line with the Quality Manual.

### **3. Guidance**

Monitor and report student attendance, progress/conduct.

Interview potential students as required and implement student guidance in line with College Guidance Procedures.

### **4. Personal Development**

Update professional skills and knowledge including undertake appropriate CPD to gain a relevant teaching qualification, if relevant.

If relevant, achieve TQFE or other lecturing qualification equivalent to a minimum SCQF level 9 within two years of employment as a college lecturer, subject to local operational requirements.

Attend and participate in Faculty, College and external meeting and events.

Participate in staff development as appropriate.

### **5. Other Duties**

Participate in Faculty and administration in relation to student records and enrolments.

Be familiar with and ensure the implementation of all College Policies.

Work with colleagues and line manager to ensure compliance with College Health and Safety Policy.

## **Corporate Statements and Values**

### **Vision**

To be Scotland's leading College: delivering excellence.

### **Mission**

Preparing learners well for their future, in an outstanding learning environment and inclusive community.

### **Values and culture**

#### **We are:**

- inclusive and diverse
- passionate about our roles and responsibilities
- continually improving
- high achieving
- reducing our environmental impact
- delivering community and social value
- committed to health, safety and wellbeing
- creative and innovative
- a listening organisation

*This job description is not intended to detail all tasks undertaken, but simply highlight a number of major tasks of the post. The post holder may be required to undertake additional duties which might reasonably be expected and which form part of the function of the post.*

*This job may be amended in future to reflect the changing duties of the post.*

Date Updated: August 2019