**Job Description - Lecturer**

**JOB TITLE**

Lecturer

**ACCOUNTABLE TO:**

Programme Area Manager -

**INTRODUCTION**

Lakes College is quite simply the place to be in education at the moment. As one of the founder members of the new £7.5 million northern campus for the National College for Nuclear, the Governments National College initiative aimed at addressing current and looming vocational skills gaps for national strategic industries, Lakes College will see significant investment and growth in the next few years, adding to its existing portfolio of STEM provision, making it one of the most exciting places to teach in the North. Having recently invested over £1 million in our facilities to provide our students with access to the best facilities and equipment, we are seeking to ensure that our students are skill ready when they leave the door and are armed with an understanding of the current developments in the relevant technical disciplines.

**MAIN PURPOSE OF THE ROLE**

* To develop and deliver courses including the theoretical knowledge and practical skills for Lakes College learners, at a range of levels in accordance with the college’s conditions of service, in order to achieve high quality learning experiences and excellent outcomes for learners.
* To undertake course administration including lesson planning, schemes of learning, student progress tracking, registers etc. and other course related duties to ensure efficient delivery of the curriculum and accurate course administration.

**KEY RESPONSIBILITIES AND ACCOUNTABILITIES:**

* To contribute to the delivery and monitoring of course modules and units assisting in the planning and development of courses, in order to contribute collaboratively, economically and systematically to the college academic and resource systems.
* To undertake research and development to devise and produce materials from awarding organisation guidance or specific requests to ensure materials are kept up to date and assist with course design and development in order to contribute to the continuous improvement of the academic/business base of the college.
* To assist when required in the recruitment of learners, curriculum and programme organisation and development, and the generation of new course programme products, in order to meet the college’s strategic objectives.
* To ensure that learners achieve agreed academic targets by providing well defined programmes of learning and opportunities to achieve specified outcomes.
* Initiating, via the Student Mentor team pastoral and tutorial support as required, in accordance with the relevant college policies and procedures.
* To monitor and assess learner progress to ensure that learners achieve a high quality experience and excellent outcomes.
* To undertake the duties of assessment and accreditation, including preparation of assignments and marking, and to accredit prior learning ensuring that students are treated consistently and in accordance with college policies and procedures.
* To carry out internal quality assurance (IQA) duties as required by the programme area manager to ensure that both the verification of learners’ work and course requirements comply with the standards and criteria laid down by awarding organisations and external bodies.
* To undertake responsibilities such as Course Leadership, specific department or cross college roles as agreed with the Programme Area Manager in order to contribute to the effective functioning and development of the programme area, department or college objectives.

**GENERIC COLLEGE ACCOUNTABILITIES**

* To operate within the college’s safeguarding children and vulnerable adult’s policy to promote and safeguard the welfare of college’s learners who are under the age of 18, and of vulnerable adults to meet the college’s moral and legal responsibilities.
* To work as a member of the team, both within the section and as part of the service as a whole, to promote a team culture and environment and contribute towards the team development and assist others as necessary during periods of peak demand.
* To contribute to the quality system of the section to ensure the delivery of a high quality service.
* To participate in the college’s performance management scheme, in order to ensure personal development needs are identified to allow maximisation of a high level of performance.
* To operate and monitor college Health and Safety Policy, in order to ensure a safe and healthy learning and working environment.
* To proactively create, communicate, implement and support the college’s Sustainability Development Strategy to ensure college targets are achieved.
* To operate and support college’s Equal Opportunities Policy, in order to ensure adherence throughout the college.
* To contribute to the smooth running of the college by undertaking other administrative duties as required to support the management of the college.
* To participate in the promotional and marketing activities of the college and ensure a professional and favourable image is portrayed at all times to enhance the college’s reputation and assist in ensuring its future success.

Note: This Job Description is an outline of the Principal Accountabilities for the post but is not part of the Contract of Employment.

**ABOUT THE DEPARTMENT**

**\*TO INCLUDE BACKGROUND INFO ON DEPARTMENT\***

**HOW TO APPLY**

For full information about this role or to apply visit www.lcwc.ac.uk/job

**Closing date:** Friday…. 2016 (12:00 Noon)

**Interview Date:**

**Person Specification - Lecturer**

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|  | **Essential** |
| **Education, Training & Qualifications** | Level 3 Qualification in relevant discipline |
| Minimum Level 2 literacy & numeracy qualifications & be willing to update skills |
|  |
| **Experience, Knowledge, Skills** | Recent and relevant industry experience in Sector |
| Demonstrable in-depth knowledge of subject area |
|  | **Desirable** |
|  | Degree Qualification in Mechanical Engineering discipline |
|   | Hold a recognised teaching qualification (Certificate of Education, PGCE or B Ed) or commitment to obtaining one within a specified period after commencement |
|   | Hold or be willing to work towards assessor qualifications |
|   | Verifier qualification |
|   | Recent relevant teaching experience with good or outstanding observation grades |
|   | Experience in post 16 education / training including curriculum design, delivery, assessment and evaluation |
|   | Wide experience of occupational needs  |
|   | Deal with learner needs and have empathy with client group |