

JOB DESCRIPTION

1. JOB IDENTIFICATION

Post Title: **Lecturer , Ayrshire College**

Responsible to (Post Title): **Curriculum Quality Manager**

Date: **January 2025**

2. PRINCIPAL JOB PURPOSE

To contribute to ensuring a positive learning environment which encourages active participation and enables all learners to achieve their full potential, through the effective learning and teaching of students by assisting in the development, delivery and assessment of relevant resources.

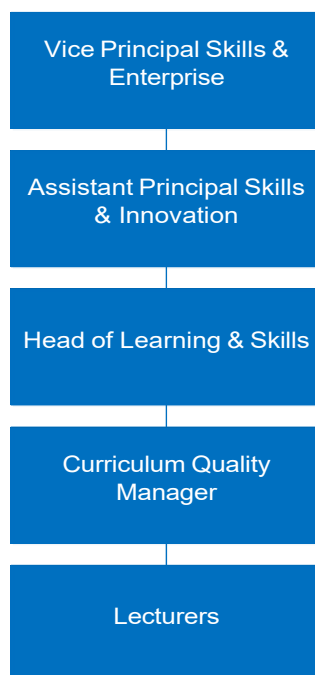
Supporting the Curriculum Quality Manager in the delivery of the department curriculum to the quality and standards required, through an integrated learning experience that supports the development and enhancement of the students, and establishing an ethos which is dedicated to the needs of the customer and delivers first class services to support the student journey and high quality learning and teaching experiences

3. JOB DIMENSIONS & CONTROL OF RESOURCES

The post-holder supports the strategic aims by providing students with the learning and teaching experience required to meet the awarding body standards.

The post holder has no budgetary responsibility or line management responsibility for staff.

4. ORGANISATIONAL RELATIONSHIP



5. MAIN DUTIES & RESPONSIBILITIES

Learning, Teaching and Assessment

Supporting the Curriculum Quality Manager and contributing to the development of an innovative and dynamic curriculum which enables the College to deliver first class services to underpin the student journey, and high quality learning and teaching experiences, through:

- Preparing high quality learning, teaching and assessment resources.
- Ensuring that all learning, teaching and assessment is carried out in accordance with current unit specifications and regulations, and to the required standard.
- Providing timely and appropriate feedback to students in accordance with standards established in the College's Quality framework.
- Developing and maintaining schemes of work, records of work, student attendance and student performance.
- Maintaining appropriate professional standards, including confidentiality and effectively managing student/lecturer relationships.
- Participating in the College's student guidance process in respect of students allocated.
- Act as first point of contact in resolving issues relating to student grievances or discipline in accordance with the appropriate College policies and procedures.

- Participating in the development of new curriculum programmes to enhance the College's portfolio.

- Undertaking course and/or Subject Group Leader responsibilities as assigned by the Curriculum Quality Manager.
- Support the development of the curriculum team through undertaking discrete projects as assigned by the Curriculum Quality Manager.
- Support the development and delivery of commercial programmes in order to enhance the College's reputation as a provider of choice for the business community.

Quality Assurance

Delivering high quality and effective services, in accordance with robust governance principles, through:

- Participating in the moderation of students' work.
- Participating in course monitoring and review.
- Participating in course evaluation and team evaluation.

Development and Review

Ensuring high quality and effective service delivery, by:

- Maintaining expertise in relevant subject areas and undertake programmes of continuing professional development.
- Ensuring that knowledge of the College's learning and teaching strategies is maintained. (i.e. strategies for Essential Skills; Learning, Teaching and Assessment.)

Working Relationships

Ensuring implementation of all College policies, procedures and regulations generally and with specific reference to quality enhancement, health and safety, management of risk, equality and diversity and staff Performance Development and Review, and sustain an inclusive and supportive environment in accordance with College policy, through:

- Ensuring that health and safety procedures are maintained at all times within learning and teaching environments.
- Supporting the implementation of, and commitment to the College's vision, mission and strategic objectives.
- Participating in relevant Curriculum Area and College meetings as appropriate in order to enhance learning and teaching experiences.
- Promoting the College across the stakeholder spectrum, liaising and collaborating with external agencies, organisations and the community at large, and representing the College both locally and nationally, acting as an ambassador and role model in order to support the development of a culture based on shared values, vision and mission.

6. COMMUNICATIONS (Internal and External)

The post holder is expected to engage effectively with all students, customers, other College staff and external organisations/agencies.

Excellent communication skills, both oral and written, are essential to engage with all learners and to embrace a variety of learning styles to meet a wide range of needs.

7. ASSIGNMENT AND REVIEW OF WORK

The post-holder will function with a high degree of independence and autonomy within parameters agreed in conjunction with the Curriculum Quality Manager. Work is demand driven and generated through the Curriculum area and customer activity. Work activity will also be assigned through the Curriculum Quality Manager and the post-holder will also be responsible for leading on specific objectives arising through the Curriculum team.

Review of work will be undertaken in accordance with existing performance management arrangements, in the form of performance development and review.

8. KNOWLEDGE, SKILLS AND EXPERIENCE

Education

- Qualification to Degree level or equivalent in a subject area relevant to the skill area.
- TQFE/PDA/PGCE (desirable)
- ECDL (desirable)
- Relevant CPD within specialist area

Knowledge

- Attainment of knowledge and skill in accordance with requirements of the course/subject/level delivered.
- Knowledge of innovative approaches to course delivery and engaging with students from a diverse range of backgrounds.

Skills and Competencies

- Pedagogical Skills to an appropriate level specified by the Scottish Credit and Qualifications framework
- Ability to demonstrate innovation and creativity in the approach to learning and teaching.
- Excellent communication, organisation, presentation and interpersonal skills.
- The ability to manage challenging behaviours and to engage with all learners.
- A comprehensive working knowledge of the Microsoft Office suite.
- Demonstrable ability to produce work which will enhance the learning and teaching experience within the Sector.
- Demonstrate the ability to incorporate the principles of equality and diversity within the delivery of learning and teaching experiences.

Experience

- Appropriate level of relevant teaching experience within a College environment in one or more of the curriculum areas associated with the subject area in accordance with the requirements of the course, subjects and level delivered.
- Appropriate level of relevant experience in accordance with the requirements of the course, subjects and level delivered.

9. MAIN JOB CHALLENGES (Problem Solving, Planning and Creativity)

This is a demanding role which requires a sound knowledge of the curriculum area and the ability to respond positively to customer expectations.

In order to support the College quality enhancement procedures the post-holder is required to maintain an up-to-date knowledge of educational and workplace developments which affect the area of programme responsibility. Liaising with validating bodies, examining bodies, assessors, employers and external agencies you will undertake projects such as, marketing activity or attendance at meetings, as directed by the Curriculum Manager.

This role also requires creative delivery of lessons within the timetable to meet learning and teaching requirements

10. WORKING ENVIRONMENT (Working Conditions and Physical Demands)

Physical

- The post will involve classroom and office-based work, which may also involve the post-holder in some travel to external meetings.
- Keyboard skills for production of paperwork and reports
- Operation of a wide range of office machinery/equipment, including:
 - Personal computer for production of relevant documentation and use of e-mail;
 - Laptop and data projector for delivering PowerPoint presentations.
- Awareness of varying requirements whilst visiting students on placement , i.e. security, policies and procedures

Mental

- Frequent and intense concentration for prolonged periods at a time e.g. teaching, invigilating assessments, marking, attending meetings, analysing highly complex data to inform decisions and judgements, reviewing, checking and amending documentation.
- Frequent and constant interruptions, on widely varying issues which can result in immediate re-prioritisation of present workload.
- Intense concentration for long periods when preparing reports/materials.

Emotional

- Investigating and managing service complaints.
- Occasionally dealing with customers who present with challenging behaviour and overcoming barriers to understanding, especially when communicating contentious information.
- The ability to maintain professionalism and deal with conflicting views and not be

provoked by challenging, hostile, confrontational or aggressive behaviour.

- The ability to deal with complex students needs.

Working Environment

- Class room /office based/workshop
- Requirement to travel to external stakeholders to support / assess students on workplace experience.