

# **BORDERS COLLEGE**

## JOB DESCRIPTION

<b>Job Title</b>	<b>Supply Computing Lecturer (Computing, Cyber Security and Esports)</b>
<b>Post Holder</b>	
<b>Accountable To</b>	<b>Head of Sector – Business, Computing, Creative Industries and Core Skills</b>
<b>Responsible For</b>	<b>Providing learning, teaching and assessment in line with pre-agreed timetables</b>
<b>Department</b>	<b>BCC</b>

### Overall Purpose of Job

To provide effective learning, teaching and assessment as agreed with the Assistant Principal and Head of Sector.

### Main Duties and Responsibilities

#### CORE KEY ACCOUNTABILITIES:

- 1 Formally structured teaching to agreed target detailed on the timetable using a range of appropriate learning and teaching methods.
- 2 To develop, review, maintain and update learning and teaching materials including lesson plans, handouts, presentations and formative assessment.
- 3 Effective assessment of learning and teaching, student tutorials/projects, etc.
- 4 To maintain accurate records relating to student attendance and achievement.
- 5 To carry out assessments in line with awarding body standards and provide formal feedback to students.
- 6 To comply with all College Policies and Procedures.
- 7 To provide curricular guidance and first line discipline to students as required.
- 8 To maintain professional teaching standards and vocational qualifications.
- 9 To attend agreed professional/staff development and to participate in the Individual Staff Review process.
- 10 To participate in Portfolio area and other College meetings as required.

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**You may also be required to:**

- 1 Undertake duties as an Internal Verifier in line with College Policy and Procedures in an area of occupational competency.
- 2 To undertake the duties of a Course Tutor.
- 3 To support the work of the Portfolio Area in terms of recruitment, marketing and resourcing as required.

**The above mentioned duties and responsibilities represent the current situation and may change over time to reflect the changing needs and requirement of the College.**

Signed ..... Date .....  
(Staff Member)

Signed ..... Date .....  
(Line Manager)

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**PERSON SPECIFICATION**

<b>QUALIFICATIONS</b>	<b>Essential or Desirable</b>
<b>TQFE</b>	<b>D</b>
<b>PDA Learning &amp; Teaching</b>	<b>D</b>
<b>Computing related qualification at SCQF Level 9</b>	<b>E</b>
<b>Professional qualification related to Computing/Cyber Security/Robotics</b>	<b>E</b>

<b>KNOWLEDGE</b>	<b>Essential or Desirable</b>
<b>Applicants are required to evidence that they hold the skills to underpin the modern digital world bringing together the elements of technology, science and creative digital media</b>	<b>E</b>
<b>Knowledge in applying skills and analysis, design, implementation and evaluation to a range of digital solutions</b>	<b>E</b>

<b>EXPERIENCE</b>	<b>Essential or Desirable</b>
<b>Experience in teaching Computing or related subject.</b>	<b>D</b>
<b>Experience of working in the Computing/Cyber Security/Robotics sector.</b>	<b>D</b>
<b>Industrial experience and knowledge and understanding in communicating computing concepts and explaining computational behaviour using the correct terminology</b>	<b>D</b>

<b>INTERPERSONAL SKILLS &amp; ABILITIES</b>	<b>Essential or Desirable</b>
<b>Effective Presentation skills.</b>	<b>D</b>
<b>Excellent communication skills – both individual and group.</b>	<b>D</b>
<b>Negotiating and influencing skills.</b>	<b>D</b>
<b>Ability to work within a team</b>	<b>D</b>

<b>OTHER ABILITIES/QUALITIES</b>	<b>Essential or Desirable</b>
<b>Good time management &amp; organisational skills.</b>	<b>D</b>
<b>Effective decision-making skills.</b>	<b>D</b>
<b>Excellent ICT skills.</b>	<b>E</b>
<b>Ability to work flexibly and effectively respond to changes.</b>	<b>D</b>