

BORDERS COLLEGE

JOB DESCRIPTION

Job Title	Community Learning Lecturer
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Post Holder	
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Accountable To	Business Skills Manager
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Responsible For	Providing learning, teaching and assessment in line with agreed standards/qualifications
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Department	Business Development Unit
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Overall Purpose of Job

To provide effective learning and teaching to agreed standards set out in the qualification to be delivered.

Main Duties and Responsibilities

1. Deliver formally structured teaching to agreed target using a range of learning and teaching methods.
2. Provide supervision of student learning, student tutorials/projects etc..
3. Record student assessments and provide feedback.
4. Comply with College Policies and Procedures.
5. Responsibility for guidance for students.
6. Maintenance of professional teaching standards and vocational qualifications.
7. Participation in relevant meetings and staff development and to participate in ISR process.
8. Develop, review, maintain and update learning and teaching materials including lesson plans, handouts and assessments. Course materials will be held in a central bank for quality monitoring.
9. Effective assessment of learning and teaching.
10. Maintain accurate records relating to student attendance and achievement.

You may also be asked to:

Act as Internal Moderator for an area of occupational competency as required.
Act as a Course Tutor as required.
Support the work of the Unit in terms of marketing, recruitment, resourcing of student provision as required.

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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)

PERSON SPECIFICATION

QUALIFICATIONS		Essential or Desirable
	Appropriate Qualification in Subject Area	E
	ECDL	D

KNOWLEDGE		Essential or Desirable
	Administrative Procedures and Processes	D

EXPERIENCE		Essential or Desirable
	Dealing with customers in a teaching environment	E
	Working as part of a team	E

INTERPERSONAL SKILLS & ABILITIES		Essential or Desirable
	Presentation skills.	E
	Excellent communication skills – both individual and group.	E
	Influencing skills.	E

OTHER ABILITIES/QUALITIES		Essential or Desirable
	Good time management & organisational skills.	E
	Effective communication skills.	E
	Good ICT skills.	D
	Ability to work flexibly and effectively respond to changes.	E