

# BORDERS COLLEGE

## JOB DESCRIPTION

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<b>Job Title</b>	<b>Supply Lecturers</b> <b>£32,000 - £40,026 per annum pro rata</b> <b>Closing Date: 14<sup>th</sup> June 2019</b>
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<b>Post Holder</b>	
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<b>Accountable To</b>	<b>Curriculum &amp; Learning Manager</b>
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<b>Responsible For</b>	<b>Providing learning, teaching and assessment in line with pre-agreed timetables</b>
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<b>Department</b>	
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<b>Overall Purpose of Job</b>
To provide effective learning, teaching and assessment as agreed with the Curriculum & Learning Manager and Assistant Principal

<b>Main Duties and Responsibilities</b>
<b>CORE KEY ACCOUNTABILITIES:</b>
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 Faculty 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 Faculty 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)

**PERSON SPECIFICATION**

<b>QUALIFICATIONS</b>		<b>Essential or Desirable</b>
TQFE.		D
PDA Learning & Teaching.		D
Subject area related qualification		E
Professional qualification related to subject area		E

<b>KNOWLEDGE/SKILLS</b>		<b>Essential or Desirable</b>
Subject area sector knowledge		E
Experience of delivery		D

<b>EXPERIENCE</b>		<b>Essential or Desirable</b>
Experience in teaching subject area or related subject.		D
Experience of working in subject related sector		E

<b>INTERPERSONAL SKILLS &amp; ABILITIES</b>		<b>Essential or Desirable</b>
Effective Presentation skills.		E
Excellent communication skills – both individual and group.		E
Negotiating and influencing skills.		E

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