

BORDERS COLLEGE

JOB DESCRIPTION

Job Title	Supply Lecturers
Post Holder	
Accountable To	Curriculum & Learning Manager
Responsible For	Providing learning, teaching and assessment in line with pre-agreed timetables
Department	Creative Industries

Overall Purpose of Job

To provide effective learning, teaching and assessment as agreed with the Assistant Principal and Curriculum & Learning Manager

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 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

QUALIFICATIONS		Essential or Desirable
TQFE		D
PDA Learning & Teaching		D
Subject area related qualification		E
Professional qualification related to subject area		E

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

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

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

OTHER ABILITIES/QUALITIES		Essential or Desirable
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