

BORDERS COLLEGE

JOB DESCRIPTION

Job Title	Trainee Lecturer – Computing - Cyber Security, 1 Fte Permanent
Post Holder	
Accountable To	Curriculum and Learning Manager – STEM
Responsible For	Providing learning, teaching and assessment in line with pre-agreed timetables
Department	STEM Portfolio

Overall Purpose of Job

To provide effective learning, teaching and assessment as agreed with the Assistant Principal and Curriculum and 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 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)

PERSON SPECIFICATION

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

KNOWLEDGE	Essential or Desirable
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	E
Knowledge in applying skills and analysis, design, implementation and evaluation to a range of digital solutions	E

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

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

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