

BORDERS COLLEGE

JOB DESCRIPTION

Job Title	Lecturer Animal Care
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Post Holder	
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Accountable To	Curriculum & Learning Manager Rural Skills
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Responsible For	Providing learning, teaching and assessment in line with pre-agreed timetables
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Department	
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Overall Purpose of Job
To provide effective learning, teaching and assessment as agreed with the 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
Animal Care Lecturer

QUALIFICATIONS		Essential or Desirable
TQFE.		D
PDA Learning & Teaching.		D
Subject area related qualification at SCQF Level 9 and above		E
Professional qualification in relevant animal health and welfare subject area at SCQF Level 9 and above		E

KNOWLEDGE/SKILLS		Essential or Desirable
Subject area sector knowledge of animal care		E
Experience of delivery, training and education of animal care		D

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