

**Post:** Lecturer - Social Sciences (Sociology)

**Responsible To:** Curriculum Manager

**Responsible for:** No line management responsibility

## **JOB DESCRIPTION**

### **Purpose of Job**

The post holder will undertake teaching duties on the College's various educational programmes to a diverse range of students.

### **Major Tasks/Job Activities**

1. To teach in subject area appropriate to qualifications, experience and expertise in college or on outreach.
2. To prepare, assess and mark all relevant learning outcomes with due regard to the performance criteria laid down in the units or modules or external exams being assessed by the college or by other external examining bodies.
3. To undertake an appropriate balance of teaching, assessment, curriculum development, administration, professional practice in face to face and online learning.
4. To oversee and prepare necessary teaching materials for all relevant college programmes.
5. To participate in student induction and ensure that pre-entry, on-going and pre-exit guidance is available for all classes.
6. To ensure that appropriate learning and teaching approaches and methodologies are used appropriate to the student group and, where necessary, ensure that learning support is available.
7. To implement college quality assurance procedures.
8. To liaise with validating bodies, examining bodies, assessors, employers and other external agencies, as required.
9. To contribute to the monitoring and evaluation of all relevant courses and guidance.
10. To attend all relevant college meetings
11. To collaborate with other college staff to fulfil corporate aims.

12. To support the student admission procedures.
13. To represent the Learning & Teaching Team and college internally and externally, as required.
14. To monitor student absence, progress and attitude and report concerns to the Guidance Tutor / Curriculum Manager.
15. To maintain subject expertise, undertake programmes of development and participate in such procedures as are jointly agreed to meet the needs of the professional subject area in which they are employed to teach.
16. To undertake any other reasonable duties within the framework of the post.

### **General**

1. To implement College policies, particularly those relating to equality and diversity.
2. To implement Health & Safety and Security in accordance with statutory and College requirements.
3. To be a role model supporting College values.
4. To prioritise their own workload on a day to day basis, working on their own initiative.
5. To participate in the College Staff Development and Review Scheme which provides the framework for support, supervision and annual review.

## CONDITIONS OF SERVICE

Post title:	Lecturer - Social Sciences (Part-time)
Location:	Newbattle Abbey College, Dalkeith, EH22 3LL
Term of Appointment:	Temporary Maternity Cover to end June 2021
Hours	0.48 WTE - 11 contact hours
Remuneration:	Salary - £34,170 - £42,356 pro rata dependent on experience and qualifications
Pension Scheme:	SPPA
Reporting to:	Curriculum Manager
Holidays:	62 days per year (including 10 public holidays) pro rata ( <b>55 Days fixed to Academic Calendar</b> )
Closing Date:	18 December 2020

## PERSON SPECIFICATION

<b>Education and Qualifications</b>	
Essential <ul style="list-style-type: none"><li>• Educated to degree level or equivalent in relevant subjects</li></ul>	Desirable <ul style="list-style-type: none"><li>• Post-Graduate teaching qualification</li><li>• TQFE</li></ul>
<b>Experience and Knowledge</b>	
Essential <ul style="list-style-type: none"><li>• Experience in Education/Training Role</li></ul>	Desirable <ul style="list-style-type: none"><li>• Experience of working in Further Education in Scotland</li><li>• Experience of On-line learning Delivery</li><li>• Experience in supporting learners with varying learning needs.</li></ul>
<b>Skills and Ability</b>	
Essential <ul style="list-style-type: none"><li>• Excellent ICT skills</li><li>• Excellent communication and negotiation skills</li><li>• Ability to resolve a range of learning and teaching issues</li><li>• Good organisational skills</li></ul>	Desirable <ul style="list-style-type: none"><li>• Knowledge of Further and Adult Continuing Education</li></ul>