



## JOB DESCRIPTION

<b>Title:</b>	<b>Lecturer</b>
<b>Responsible to:</b>	<b>Centre Manager</b>
<b>Location:</b>	<b>Principal site: Edinburgh</b>
<b>Responsible for:</b>	<b>Lecturing across a range of courses Providing Student support</b>

### Responsibilities to include:

1. Lecturing across a range of courses FE & HE
2. Student/trainee safety/Health & Safety at Work
3. Student recruitment/Careers Events/Liaison

### Detailed Tasks

#### **1. Lecturing across a range of courses including short courses**

- 1.1 Deliver an appropriate learning programme in accordance with the Awarding Body guidance & Individual Learning Plan, embedding basic skills and functional skills support
- 1.2 Lecture across a range of subjects using a variety of teaching and learning strategies demonstrating consideration of individual learner needs, interests, skills and aptitudes to enable achievement of their learning goals.
- 1.3 Promote inclusive learning and group participation to encourage learner involvement in the negotiation of learning outcomes
- 1.4 Ensure that all learners learn in a safe environment free from oppression and discrimination
- 1.5 Develop and prepare a variety of learning resources relevant to the programme and the learner's needs

Upload all appropriate learning materials to the VLE prior to lectures to provide adequate preparation time for all learners

- 1.6 Conduct initial and on-going assessment (formative and summative) so that learners are aware of and involved in assessing their progress and the achievement of their learning goals and so that an individual learning plan can be developed
- 1.7 Provide regular detailed feedback to learners and their employers regarding progression and achievement
- 1.8 Develop strategies with learners to improve retention, achievement and agree targets with the manager
- 1.9 Provide support and guidance to promote timely completion of NPL in the capacity of Clinical Tutor
- 1.10 Monitor learner attendance/punctuality and act in accordance with Academic Quality Handbook when necessary
- 1.11 Completion of academic registers
- 1.12 Completion of syllabus tracking to demonstrate full coverage of curriculum
- 1.13 Undertake the administrative duties required to evidence teaching and learning as outlined in the Academic Quality Handbook
- 1.14 Conduct learner reviews in line with funding contract expectations to monitor progression, provide support & guidance. Report unusual findings or concerns to the Senior Course Tutor and others as appropriate
- 1.15 Implement evaluations and review of provision in accordance with Academic Quality Handbook
- 1.16 Attend team meetings (every 4 – 6 weeks) to discuss learner progression
- 1.17 Attend Academic Meetings at request of line manager
- 1.18 Attendance at Student Awards Ceremony at the request of line manager

## **2. Student/Trainee Safety/H&S at Work**

- 2.1 To comply with the Health & Safety at Work Act.
- 2.2 To comply with The College of Animal Welfare Health & Safety Regulations.
- 2.3 To ensure that student safety is considered at all times.
- 2.4 To participate in maintaining awareness of Health & Safety at the College and in the workplace
- 2.5 Draw to the attention of the line manager any issues of Health & Safety and to comply with the Health & Safety procedures required

## **3. Student Recruitment/Careers Events/Liaison**

- 3.1 To promote all courses and assessment opportunities to employers and learners

- 3.2 To participate in the marketing of all course provision at career conventions, open days, exhibitions and veterinary conferences
- 3.3 To maintain and enhance existing links with the College of Animal Welfare
- 3.4 To foster and develop collaborative links with other relative associations
- 3.5 To foster and develop links with employers and other stakeholders

## **Person Specification**

### **Education, Qualifications and Training**

#### **Essential**

- DTLLS or equivalent (to be achieved within 36 months of joining the College)
- To complete Instructional Techniques within 6 months.
- Teaching qualification relevant to the teaching of adults or a commitment to undertake an appropriate initial teaching qualification to be achieved within 12 months of appointment i.e. PTLLS
- A degree subject specific qualification or relevant experience to demonstrate knowledge to degree level
- A Level 3 subject specific qualification or relevant experience to demonstrate knowledge to Level 3
- Up to date knowledge within the curriculum/subject area
- Understanding of syllabus and assessment requirements for the course, especially where this is externally accredited
- Awareness of adult learning and how adult learners might be motivated
- Attitude/disposition – a self evaluative approach to teaching and learning to develop quality provision
- Ability to communicate easily with students, employers, staff and others
- An understanding and commitment to promoting equality of opportunity
- An understanding and commitment to promoting ‘safeguarding’ of all students
- An ability to promote an inclusive learning environment free from discrimination or oppression
- Ability to manage the learning process by planning, monitoring and reviewing
- Ability to access learner progress and to give constructive feedback
- Ability to understand and implement quality
- Ability to use technology within the classroom and in the preparation of materials
- A commitment to lifelong learning and the understanding of its potential impact
- To meet professional vocational and teaching CPD requirements
- CRB – all staff are required to complete a Criminal Records Bureau application in line with College procedures
- RVN/MRCVS Registration must be up to date and a copy provided to Human Resources on annual renewal.
- Level 2 qualification in English and Maths i.e. Key Skills or Functional Skills

#### **Desirable**

- L3 qualification in coaching
- Level 2 Customer Service award
- Level 2 qualification in ICT

## **Competencies**

- A minimum of 21 hours teaching per week for full time lecturers
- Attend all team meetings
- Participate in the recruitment, training and assessment of all students
- Respond to emails, evaluations, requests for information and SAR requests within 3 working days.

## **Equal Opportunities**

The College of Animal Welfare undertakes not to discriminate unlawfully, either directly or indirectly, against a job applicant or one of its own employees. The College is committed to equal opportunities: appointments are open to members of the community on an equal basis.