

POST DESCRIPTION AND PERSON SPECIFICATION

POST :	Bank Lecturer – Business, Administration & IT
SALARY	£28,726 - £36,873 (Bar £32,693) per annum Candidates holding TQFE will commence on £31,577 per annum, Pro Rata as appropriate
HOURS OF DUTY	Up to 35 hours per week
LOCATION	City Campus
REPORTING TO	Curriculum Head - Business
RESPONSIBLE FOR	No line management Responsibility

KEY CHALLENGES

1. To teach vocational subjects at a variety of levels and to a diverse range of students.

KEY ROLES

1. Participate in student recruitment, enrolment, teaching and learning
2. Assess and record student achievement
3. Monitor student performance and maintain records
4. Participate in all duties relating to the learning and teaching process
5. Assist in student guidance and learning support
6. Assist in the development and evaluation of learning, teaching and assessment materials
7. Assist in internal verification procedures
8. Ensure health and safety criteria are adhered to
9. Keep abreast of subject and learning and teaching approaches
10. Participate in the College Personal Development Review

KEY RESPONSIBILITIES

1. Contribute to the work of academic committees such as Course Action and Development Meetings.
2. Contribute to the College Quality and Assurance and improvement activities.
3. Contribute to management and development of courses including short courses
4. Undertake College consultancy and research activities
5. Act as a College representative in national developments
6. Contribute to academic innovation

POST DESCRIPTION AND PERSON SPECIFICATION**GENERAL**

1. Implement College policies, particularly those relating to equality and diversity
2. To implement Health and Safety and security measures in accordance with statutory and College requirements
3. Be a role model supporting College values and corporate management

Actively develop his/herself through staff development and training activities and to review their own performance and the performance of those who are responsible to them
5. Undertake any other duties consistent with the key responsibilities and duties of the post, as directed

Every Post Description will be subject to review;

1. **Within six months of appointment**
2. **Thereafter, on an annual basis**
3. **As a result of agreed staff development / personal development needs**
4. **As a result of team / operational requirements or strategy changes.**

This job description sets out the principal responsibilities of the post at the time it was compiled. Such duties may vary from time to time without changing the general character of the duties or the level of the responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.

MANAGER SIGNATURE	
DATE COMPILED	
EXECUTIVE AUTHORISATION	

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PERSON SPECIFICATION

JOB TITLE	FACULTY/ SECTION
Bank Lecturer	Business

FACTOR	ESSENTIAL	DESIRABLE	Means of Assessment
Qualifications and Training	Relevant degree level qualification, or equivalent level qualification or demonstrable experience.	TQFE	<ul style="list-style-type: none"> Produce evidence of Qualification Certificate/s Application
		Relevant professional qualification	<ul style="list-style-type: none"> Produce evidence of Qualification Certificate/s Application
Occupational Experience	Broad, demonstrable industry experience.		<ul style="list-style-type: none"> Application Interview Reference
		Previous teaching experience.	<ul style="list-style-type: none"> Application Interview Reference
		Experience of delivery using a VLE.	<ul style="list-style-type: none"> Application Interview Reference
	Competent IT Skills		<ul style="list-style-type: none"> Interview Reference
Personal qualities and competencies	Ability to work as a team member		<ul style="list-style-type: none"> Interview Reference
	Effective interpersonal skills		<ul style="list-style-type: none"> Interview Reference
	Ability to plan and organise		<ul style="list-style-type: none"> Interview Reference

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