

Role Specification

Associate Lecturer

1. Introduction

An Associate Lecturer is employed at South Essex College to teach a designated programme of classes in a way that meets the individual academic needs of learners and promotes equality of opportunity.

2. Management Accountability

Responsible to: Head of Department/Deputy Head of Department/Curriculum Manager

3. Duties and Responsibilities

- (a) Management of learners' learning during the class contact period as required by the relevant manager and course validating body in order to develop and organise an engaging and efficient learning programme for his/her learners.
- (b) Deliver academic curricula to students taking account of other inputs from the teaching team, using appropriate and varied teaching techniques to ensure high standards, high retention and high success.
- (c) Preparation of the learning programme and appropriate materials in advance of sessions. Teaching materials must reflect the need to keep the content interesting, stimulating and relevant.
- (d) Liaison with other members of the course team to ensure an integrated approach to the course programme, including attendance at Course Team Meetings and other meetings relating to the course, as appropriate.
- (e) Responsibility to ensure that the learners understand the aims and objectives of the course.
- (f) Assessment of the learners' academic needs in order that the stated course aims and objectives are met.
- (g) Monitoring and assessment of the learners' performance in order to help and encourage them to achieve the set objectives and maximise retention, achievement and success rates.
- (h) Setting and marking assignments and course work, including work to be undertaken outside the session time, its collection, marking outside the class meeting time and the return of such work to the learner within a reasonable period of time, as appropriate.
- (i) Keeping a record of work completed in respect of each class and maintenance of an effective individual learner record for all learners.
- (j) Maintain student welfare and discipline, providing guidance and counselling when required and in consultation with Additional Learner Support and Student

- Services, including liaison with parents and other sponsors and take appropriate immediate action to manage any concerns arising.
- (k) Marking the register for each class meeting promptly.
 - (l) Completion of learner and course reports and other records as may be required by the Head/Deputy Head of Department or Curriculum Manager.
 - (m) Setting and marking of examination papers or other assessment processes.
 - (n) Responsibility for the safety of learners attending the session, ensure equipment and environment are maintained in accordance with College Policy and Health & Safety guidelines and legislative requirements.
 - (o) Supervision of ancillary staff directly supporting the class.
 - (p) Responsibility for the safe care and use of all College equipment supplied for the use of the classes. In the event of any damage or loss the lecturer shall at once report the same in writing to the Head of Department.
 - (q) Work flexibly and efficiently, to maintain the highest professional standards and to promote and implement the policies of the College.
 - (r) Attendance at staff development activities and other such meetings as may be required which will be paid at the rate specified in your contract of employment.
 - (s) Performance of any other such duties as may reasonably be required by the Principal and Chief Executive.
 - (t) To adhere to all of the colleges policies and processes including but not limited to Safeguarding, GDPRP, Equality & Diversity and Health & Safety. Policies are available for staff and training will mandatory for all.

NB: Please be aware that the duties and responsibilities outlined above are not exhaustive and therefore may be altered and/or enlarged as appropriate. If appointed to this post, you will be required to apply for a Disclosure and Barring Services check through the College.

4. Person Specification

Associate Lecturer		
Criteria	Essential	Desirable
Qualifications	• Relevant Degree • Holds a teaching qualification or is willing to study and achieve a qualification. • Level 2 Literacy & Numeracy	• Postgraduate qualification • A & V Units where relevant.
Experience/Knowledge	• Relevant industrial/commercial work experience.	• Successful relevant teaching experience.
Skills/Competencies	• Effective written and verbal communication skills. • Exemplary presentation skills. • Computer literate/experience of using IT packages. • Good organisation skills. • An interest in curriculum evaluation and development. • The ability to manage learning situations using flexible, student centred approaches. • An awareness of and commitment to Health & Safety guidelines. • A commitment to continuous improvement and raising levels of student success	
Personal	• A good record of timekeeping and attendance and a willingness to work outside of standard office hours as needed. • Appropriate professional appearance. • Commitment to safeguarding and promoting the welfare of learners: • Maintain professional relationships with all learners • Achieve a DBS check satisfactory to the College • A commitment to work within the framework of the	

	College's Equality & Diversity Policy	
Circumstances	• Willingness to be based at any of the College's campuses and to travel between them as required.	