

Hull College

Role Profile

Role Title	HE Lecturer
Reporting To	Director of Faculty
Pay Grade	HE Lecturer
Version Date	February 2018

Role Purpose

The post-holder will work primarily with students engaged across a range of programmes providing a high level of support needed to achieve their programme of study.

The post-holder will need to be innovative in their teaching methods and responsible for leadership of programmes/modules.

Key Responsibilities

- 1 Deliver planned, high quality teaching and learning within HE and FE delivery structures, ensuring engagement of students of all ages and abilities.
- 2 Develop flexible learning, and innovative practices within academic planning, delivery and assessment, using institutional VLE.
- 3 Lead, coordinate and support programme activities which will support the achievement of Faculty targets and compliance with academic regulations, HE Registry and Board of Examination requirements i.e. responsibility for Programme Leadership and Module Leadership as and when required and associated duties and responsibilities.
- 4 Be involved in the marketing, promotion, recruitment and interviewing of students, including participating in open events, school tasters and enrolment events, amongst other activities, and be involved in the teaching and progression activities across the programme pathway at FE level to enhance internal progression across the Hull College Group
- 5 Assess, monitor, and record feedback to students to facilitate their best achievement using the College's data systems and processes, working to academic regulations and quality systems.
- 6 Maintain all relevant course documentation and student records in line with the relevant quality assurance procedures and review and action results.
- 7 Work closely with staff, including HE Registry, quality teams and managers within the College to ensure consistency and shared best practice.
- 8 Contribute to the production of an Annual Programme Evaluation (APE), and self-assessment processes which take into account all aspects of module delivery.
- 9 Attend meetings, committees and boards and communicate with colleagues within the Faculty, and the wider College.
- 10 Work off-site and across a range of locations, flexibly, if required.

- 11 Maintain the currency of own practice and undertake development in line with RTS requirements and HCG Scholarship Policy
- 12 Complete all mandatory training in a timely manner and ensure that such training is updated in accordance with College guidance and regulations.
- 13 Act at all times as ambassador for the College through a professional approach to internal and external customers.
- 14 Actively comply and contribute to the College's policies and procedures, particularly in relation to Health and Safety, Safeguarding, Equal Opportunities and Data Protection

In addition, an HE Lecturer may be required to undertake Programme Leader and/or Module Leader responsibilities as follows:-

Programme Leader Responsibilities

Act as the key point of contact for all aspects of programme development, delivery and review

Work closely with HE Registry and Quality Teams to meet the requirements of external and internal validating arrangements in a timely manner

Coordinate the programme delivery team, including weekly programme meetings to review course data and student satisfaction

Providing direct leadership to the programme team on academic matters related to programme delivery

Chairing Course Committee meetings once per semester to ensure that Course Committees meet their TOR, cycle of business and membership, including student representation and that action focussed minutes are produced.

Act as Admissions Tutor for the programme, ensuring that the Admissions Policy is followed consistently and that admission decisions are made in accordance with this.

Act as the first point of contact and signpost students who wish to submit APL requests, mitigation in assessment, or study suspension.

Ensure Module Leaders uphold academic and professional duties and co-ordinate the programme team.

Module Leader Responsibilities

Act as the key point of contact for all aspects of module development, delivery and review

Work closely with the Programme Leader, HE Registry and Quality Teams to meet the requirements of external and internal validating arrangements

Coordinating the Assessment and Moderation Schedules for the module and ensure that all marks are entered onto the system accurately and in a timely manner to meet deadlines for Pre Boards and Boards of Examiners meetings

Coordinating processes for summative assessment for the module including presentations, shows and exhibitions

Confirming that marks are complete and accurate prior to Presentation of Marks to Boards of Examiners

Support the Programme Leader by providing samples of student work in a timely manner and in accordance with the Academic Regulations for sampling by the External Examiner

Person Specification Lecturer - HE

	Essential	Desirable	How assessed*
QUALIFICATIONS			
Qualified to degree level in a relevant subject	✓		AF/Cert
Evidence of commitment to personal development and continuing improvement	✓		AF/Cert
GCSE Maths and English Grade C or equivalent	✓		AF/Cert
Post graduate Teaching or Education Qualification or Certificate in Education, or willingness to work towards a teaching qualification	✓		AF/Cert
Qualified to Masters level or working towards in the area of a business related discipline	✓		AF/Cert
KNOWLEDGE AND EXPERIENCE (UP TO DATE/ CURRENT)			
Successful and experienced background in delivery of curriculum	✓		AF/IV
Experience in, and knowledge of current developments in marketing, business enterprise and innovation	✓		AF/IV
Successful experience and knowledge of working within a business environment in the above disciplines	✓		AF/IV
Successful experience working in HE in a related field/or equivalent	✓		AF/IV
Membership of HEA or other professional recognition	✓		AF/IV/Cert
Evidence of professional links	✓		AF/IV
Experience of attendance at and providing appropriate documentation to formal meetings e.g. Validation Panels and Board of Examiners	✓		AF/IV
Experience of working with a wide range of students	✓		
Knowledge of major curriculum changes and government policy	✓		AF/IV
Evidence of recent and relevant professional development	✓		AF/IV
Evidence of innovative teaching in the curriculum	✓		AF/IV
Evidence of marketing and student recruitment activities		✓	AF/IV
Experience in curriculum planning and design		✓	AF/IV
Experience of module and/or programme leadership		✓	AF/IV
SKILLS AND ABILITIES			
Highly developed oral, written and presentational skills	✓		AF/IV
Highly effective consultation, motivational and negotiation skills	✓		AF/IV
Diplomacy and tact		✓	AF/IV
Highly developed IT skills	✓		AF/IV
Innovative with the ability to inspire students	✓		AF/IV
Enthusiastic and positive	✓		AF/IV
Able to work as a professional and active team member	✓		AF/IV
Project management skills		✓	AF/IV
Networking skills		✓	AF/IV
Ability to multi-task		✓	AF/IV
Able to develop self and others	✓		AF/IV
Ability to travel between all of the College's sites	✓		AF/IV
Ability to work flexibly, including evening and weekend work	✓		AF/IV

*Key to how skills are assessed:

AF = Skill assessed via application form

AT = Skill assessed via test/work-related task

IV = Skill assessed via interview

Cert = Certificate checked at interview