



JOB DESCRIPTION

Post:	Sessional Lecturer in Travel & Tourism and Tourism Business Studies
Post no:	1843
Salary / hourly rate:	£18,661 - £21,642 FTE per annum (Hourly rate including basic pay, other duties and holiday pay ranges from £20.73 - £24.05 per hour, claimed a month in arrears)
Working hours:	Various
Location:	West Bridgford and Beeston Centre
School:	Sport, Travel and Public Services
Line Manager:	Curriculum Manager

1. General college responsibilities:

- To contribute towards the delivery of a high quality educational experience for all students, delivering services in a way that is sensitive and responsive and which displays the highest standards of customer care.
- To observe all college policies / procedures / working practices / regulations and in particular to comply with the College's Equality and Diversity Policy, Health and Safety Policy, Financial Regulations, Safeguarding Policy and the Code of Conduct.
- To undertake appropriate training and staff development.

2. Main duties and responsibilities:

1. To plan, prepare and deliver teaching sessions and academic tutorials, and undertake student visit programmes as detailed on the teaching schedule.
2. To prepare teaching and learning materials and student assignments, within previously developed programmes and courses.
3. To be responsible for marking, assessing, recording and reporting on student development and progress
4. To complete registration documentation and monitor student attendance and achievement, reporting any issues to line management
5. To contribute to and participate in quality assurance initiatives as appropriate.
6. To participate in classroom observation activities.

7. To review and evaluate lessons with a view to continuous improvement.
8. To contribute to course and team planning review processes through proportionate attendance at team meetings.
9. To undertake routine communication with parents and carers.
10. To produce an assessment calendar and track students' progress.
11. To maintain records (teaching and student related) as required.
12. To provide support to students relating to the courses taught as appropriate
13. To refer student support and welfare issues to line manager / support teams when appropriate
14. To complete Health and Safety risk assessments for off-site trips
15. To undertake routine communication with employers and agencies
16. To work collaboratively with colleagues across the organisation
17. To comply with the Workforce Reforms relating to CPD and teaching qualifications
18. To support portfolio building

3. Departmental duties

In addition to scheduled teaching and tutorials, all lecturing staff carry out departmental duties. These duties should be proportionate and reasonable in relation to the contracted hours of work. Some, but not necessarily all of the duties required of a sessional lecturer include:

- Preparation of Learning Materials
- Contribute to course reviews and self assessment
- Parent's evenings (where appropriate)
- Open evenings (where appropriate)
- Student reviews
- Risk assessments
- Student Assessment activities
- Preparing student assignments
- Marketing (where appropriate)
- Supporting portfolio building
- Internal verification
- Attendance at team meetings and cross college events where called within working hours
- Contribute to collecting and monitoring course data

Note

This Job Description provides an overview of the principal accountabilities of the post and accountabilities will include but will not be limited to those detailed. It is anticipated that the content of roles will evolve and change over time and such the balance of duties within the job description will change within the broad remit of the post.

This Job Description does not form part of your contract of employment

PLEASE READ: - Important information

Terms and conditions of employment

The terms and conditions of employment are those specified in the contract of employment. Principal accountabilities are not limited to those detailed, and will be subject to review.

Equal Opportunities statement:

At Central College Nottingham you have a right to be treated with respect and dignity during your time with us as a learner, member of staff, visitor or service user. To achieve this the college will endeavour to ensure that you are not treated less favourably because of your age, disability, gender, gender identity, parental or marital status, race or nationality, religion or belief, sexual orientation, trade union activity or any unrelated criminal convictions. Central College Nottingham is proud of and values the contributions made by the rich diversity of all who work and learn here. It is our aim to provide an inclusive working and learning environment where everyone in the College community is fully respected and supported. **All shortlisted candidates will be expected to demonstrate their knowledge of and commitment to Equality, Diversity & Inclusion at interview.**

Safeguarding of Children & Adults

Central College Nottingham has a statutory and moral duty to ensure that the College functions with a view to safeguarding and promoting the welfare of young people and adults receiving education and training at the College. **As such all shortlisted candidates will be expected to demonstrate an awareness of the safeguarding agenda at interview.**

Disclosure and Barring Service Check (DBS)

This post will potentially have contact with children and adults and as such a satisfactory disclosure from the Disclosure and Barring Service (DBS) is required as a condition of any offer of employment. A copy of the DBS's code of practice, which the college complies with, is available on request from Human Resources. **Applicants are asked to declare information with regard to being on the ISA barred list or having previous convictions/cautions/bind-overs, on a separate disclosure form. This should be posted along with the application form in a separate sealed envelope, or emailed to confidentialhr@centralnottingham.ac.uk if applying by email.**

Recruitment of ex-offenders

Central College Nottingham uses the Disclosure and Barring Service (DBS) to assess an applicant's suitability for positions of trust. The College complies fully with the DBS Code of Practice and undertakes to treat all applicants fairly. We undertake not to discriminate unfairly against any subject of a Disclosure on the basis of a conviction, caution or any other information received, and having a criminal record will not automatically bar an applicant from working for the college; this will depend on the nature of the position and the circumstances of the offence. A full copy of the college's policy in respect of recruiting ex-offenders is available upon request.

Job Evaluation

The college operates a Job Evaluation Scheme, which is an equitable, fair and transparent way of determining the relative size of all Business Support jobs at the college; ensuring that jobs of equal value receive equal pay. The process evaluates the job rather than the person undertaking the job and assesses a range of factors to achieve an overall point's score. According to the points score, the post is aligned to a grade on the Support Pay scale.

Return of application forms

Application forms should be returned to Human Resources Dept, Beeston Centre, High Road, Chilwell, Nottingham, NG9 4AH, or emailed to vacancies@centralnottingham.ac.uk.

The closing date for receipt of applications is: 5.00pm Wednesday 3rd July 2013

PERSON SPECIFICATION

ASSOCIATE LECTURER	Essential / Desirable	A	I
Educational Qualifications <ol style="list-style-type: none"> 1. Level 2 qualification in English, Maths or Functional Skills 2. Degree, NVQ level 4 or equivalent in a relevant subject 3. To hold, or be prepared to achieve an appropriate teaching qualification within an agreed timescale 4. Membership of the IFL or agreement to register prior to appointment 	<p>E</p> <p>D</p> <p>E</p> <p>E</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	
Experience <ol style="list-style-type: none"> 5. Experience of working with learners in a teaching or training capacity 6. Related vocational experience within the travel and tourism Industry 7. Experience of producing teaching/learning/training materials 	<p>E</p> <p>D</p> <p>D</p>	<p>✓</p> <p>✓</p> <p>✓</p>	<p>✓</p> <p>✓</p> <p>✓</p>
Knowledge <ol style="list-style-type: none"> 8. Broad understanding of the subject area and its practical application 9. Knowledge of the range of teaching and learning methods 	<p>E</p> <p>D</p>	<p>✓</p> <p>✓</p>	<p>✓</p> <p>✓</p>
Skills <ol style="list-style-type: none"> 10. Clear verbal communication skills 11. Clear and accurate written communication skills 12. To possess, or be willing to gain knowledge, of MS Word, Outlook, Inter/Intranet and Powerpoint to enable regular and appropriate application of ICT 13. Able to demonstrate active listening skills 14. Able to demonstrate good interpersonal skills 15. Able give appropriate feedback 	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>	<p>✓</p> <p>✓</p> <p>✓</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>
Personal qualities <ol style="list-style-type: none"> 16. Able to work effectively in a team 17. Willing to undertake staff development as appropriate 18. Ability to work in a flexible way, and prioritise workload 19. Ability to take the initiative without requiring close supervision 20. Desire and ability to support learners to achieve their potential 21. Competent user of Microsoft office 22. Commitment to own continuous professional development 	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>
Equal opportunities <ol style="list-style-type: none"> 23. To be sensitive to any matters relating to discrimination and take positive steps to ensure that equality of opportunity is provided to all. 	<p>E</p>		<p>✓</p>

Assessment Methods: A = Application, I = Interview