JOB DESCRIPTION

Job Title: Lecturer

Job Objectives:

1. To undertake appropriate duties associated with learning, teaching and assessment and to teach students allocated.
2. To engage in quality assurance activities.
3. To participate in staff development activities, and to undertake scholarship, consultancy and research work where appropriate.
4. To contribute to the development and maintenance of good working relationships within the Directorate, the College and with external agencies.
5. To undertake such other reasonable duties appropriate to the post that may be delegated from time to time by the Line Manager.

Reporting to: Head of Curriculum/Deputy Head of Curriculum

Reporting to the position:

Interface with: College and UHI students, prospective students and staff.
Employers and external agencies

Approved by: **Date:**

Signature of Post Holder: **Date:**

Duties and Responsibilities:

1. To undertake appropriate duties associated with learning, teaching and assessment and to teach students allocated.

    a) To plan, develop and deliver learning, teaching and assessment materials and activities taking equality and diversity considerations into account.
    b) To ensure that all learning, teaching and assessment is carried out in accordance with the latest syllabus and regulations, and to the required standard.
    c) To ensure that feedback to students is timely and appropriate and in accordance with standards established in the Academic Quality Assurance policy.
    d) To understand and apply different learning, delivery and assessment methods utilising a variety of media.
    e) To produce schemes of work, records of work, student attendance and student performance.
    f) To maintain appropriate professional standards, including confidentiality.
    g) To undertake all duties in accordance with the College Health and Safety Policy.
    h) To implement the College Student Adviser System in respect of students allocated.
    i) To work in partnership with other relevant staff within the learning environment including providing guidance and/or general direction where appropriate
    j) To play a key role in Course Assessment and Progression Boards.
    k) To deal with minor matters relating to student grievances, behaviour and discipline in accordance with the relevant procedure.
    l) To participate in the development of new educational programmes.
    m) To undertake limited course and/or subject responsibilities as assigned by Director of Curriculum & Quality where appropriate with appropriate remission.

2. To engage in quality assurance activities.

    a) To participate in the moderation of students' work.
    b) To participate in course monitoring and review.
    c) To participate in course evaluation.

3. To participate in staff development activities, and to undertake scholarship, consultancy and research work where appropriate.

    a) To engage in scholarship and/or research and/or consultancy work producing outputs as agreed.
    b) To maintain expertise in relevant subject areas and undertake programmes of development.
    c) To maintain, apply and enhance knowledge of learning and teaching strategies.
    d) To maintain an appropriate knowledge of academic structures and frameworks such as UHI structures, SQA, QAA, SCQF
    e) To participate in the College's Staff Review Scheme.
    f) To engage in specific projects as appropriate

4. To contribute to the development and maintenance of good working relationships within the Directorate, the College and with external agencies.

a) To demonstrate an understanding and support for the College's vision and mission statements.
b) To participate in relevant Directorate and College Committees as appropriate, and to ensure effective communication between such Committees and other Directorate staff.
c) To liaise and collaborate with colleagues, external agencies, organisations and the community at large including involvement in marketing and promotional activities where relevant.

5. To undertake such other reasonable duties appropriate to the post that may be delegated from time to time by the Line Manager.