



Job Description & Person Specification	
Post title: Hourly Paid Lecturer in Further Education	Post No: 011259
School or Department: Animal Management	Date created: August 2022
Grade: H	Hours per week: Maximum of 7 hours per week dependent on industry experience
Fixed term end date (if applicable):	
Other requirements of the role: This appointment is subject to an enhanced reference and a standard or enhanced Disclosure and Barring Service (DBS) being obtained and any other statutory checks required for this post.	
Immediate line manager: Adam Glover – Curriculum & Quality Manager	
Title & Grade of posts line managed by postholder: N/A	

Job purpose: To teach on the Further Education (college courses) at Brackenhurst Levels 2 and 3 and to contribute to the development, assessment and management of academic courses listed below within the subject area of Animal.

- BTEC Level 3 Animal Management

Principal duties and responsibilities: The role will encompass the principal duties detailed below, but the balance of duties and responsibilities will be determined in discussion with the post holder's line manager

Principal Duties

1. To teach and provide supervision of FE students on courses within the subject utilising appropriate classroom, labs and practical teaching, learning support and assessment methods. This is to include undertaking marking, assessment and examination work and provision of timely feedback to students.
2. As a member of the module team, contribute to the management, planning, design, development and review of module and course content. Identifying areas for revision, improvement, or innovation to meet student and/or industry expectations.
3. Ensure that knowledge of the relevant subject area is fully up to date by actively engaging in continuous professional development in industry relevant to the module delivery.
4. Contribute to development of marketing materials and recruitment of students in the environmental science section of the Further Education Department
5. Contribute and/or lead the accreditation of courses and quality control processes as necessary.
6. Responsibility for the delivery, leadership of a programme of study and assessment of own modules, including projects.
7. Develop a range of approaches to teaching and learning which are innovative for the University and subject area, which create interest, understanding and enthusiasm amongst students and reflect developing practice elsewhere, e.g. Case studies.

8. Gather evidence from staff or students in order to prepare reviews of academic activity.
9. Collaborate with colleagues to identify and respond to students' needs.
10. Actively engage in subject research and industry to support teaching activities, ensuring that topical industrial issues inform module content appropriately.
11. Maintain relationships with local national professional organisations within the subject field and the FE sector. This may involve links with professional bodies, e.g. ongoing accreditation.
12. Actively engage in individual or collaborative with the relevant industry, both internal and external to the University, applying the knowledge acquired to further develop teaching and other activities.
13. Liaise with the FE Sector and other colleges as partners to ensure comparability of collaborative provision within the department.
14. Participate in the University's Appraisal process.
15. Responsible for the pastoral care and motivation of students, supporting them in learning difficulties, and on occasion personal difficulties, ensuring that appropriate internal or external specialist support for the latter is sought.
16. To prepare, organise and assist with student cultural visits, exhibitions, field trips and placements as appropriate and to attend all events, including Graduation days and open days, relevant to the programmes taught by the post holder.
17. Attendance at team meetings as required, and working cooperatively with Professional Services and technical team. Expected to act as a module tutor.
18. To undertake administrative duties appropriate to the post, including admissions, timetabling and adherence to University procedures such completion of Scheme of Learning. May be expected to conduct risk assessments and take responsibility for the health and safety of others.
19. The post holder may be required to undertake any other duties which may reasonably be required as within the nature of the duties and responsibilities of the post as defined.
20. Be current and up to date with University policies and procedures including Safeguarding and Prevent.

SPECIAL REQUIREMENTS:

Given the nature of this role, some weekend work may be required subject to the needs of the business.

***N.B.** The post-holder may be required to undertake any other duties which may reasonably be required as within the nature of the duties and responsibilities of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms.*

Personal Attributes

Attributes	Essential	Desirable
Knowledge	<p>Knowledge of the benefits of going to university</p> <p>Knowledge of the process of applying to university</p>	<p>Knowledge of the issues which affect progression to higher education (HE)</p>
Skills	<p>Ability to manage a diverse and complex workload</p> <p>Empathy with and ability to engage with those aspiring to higher education</p> <p>Excellent and engaging presentation skills and ability to deliver to a range of audiences</p> <p>Excellent verbal and written communication skills and ability to engage with a range of audiences</p> <p>Ability to develop and nurture relationships with external stakeholders</p> <p>Confident working independently with little supervision</p> <p>Ability to fit into and contribute effectively to a team</p> <p>A positive attitude towards, and the ability to adapt and react to changing priorities and last-minute requests</p>	<p>Excellent organisational skills, with ability to work under pressure</p> <p>Excellent project management skills</p> <p>Creativity and ability to identify and develop new and innovative opportunities</p> <p>Effective ICT skills</p> <p>Good report writing skills</p>
Experience	<p>Working in a positive team environment</p> <p>Working with young people, particularly aged 16-18</p> <p>Experience in a customer facing role</p>	<p>Delivering and contributing to the design of engaging presentations</p> <p>Experience of evaluation and monitoring systems</p> <p>Working with young people in an educational context</p> <p>Using social media in a marketing and communications context</p>
Qualifications	<p>A degree or equivalent or significant relevant experience</p>	

Safeguarding	Commitment to the safeguarding and protection of children and to the personal development of our students	Knowledge of child protection procedures
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Competencies	
Essential Competencies	Desirable Competencies
<p>Team working (Level 2)</p> <p>Contributes to team development, seeking and testing improvements to the team's outputs/service.</p> <p>Customer Focus (Level 2)</p> <p>Provides a quality service that is regularly reviewed. Anticipates customer needs. Actively seeks feedback on services from customers and makes appropriate changes to service and to underpinning policy/strategy.</p> <p>Communicating and influencing (Level 2)</p> <p>Communicates effectively with a wide range of diverse internal and external stakeholders, influencing and negotiating change. Networks internally to keep ahead of developments.</p> <p>Creativity and Innovation (Level 1)</p> <p>Seeks out, reviews and integrates new ways of working into role.</p> <p>Adaptability (Level 2)</p> <p>Responds positively to change, supporting others in managing transition and being flexible in approaches to job role. Is aware of own strengths and areas for development. Seeks feedback on own work.</p>	

[N.B All competencies should be drawn from the NTU Competency Framework which can be found [here](#)]