

**JOB DESCRIPTION**

**Job Title: Associate Lecturer in Agricultural Business**

**Reports to: Course Manager**

**Direct Reports: None**

**Overall Responsibilities:**

* To prepare, deliver and assess on higher education programmes in agriculture, in particular agricultural business
* To undertake course administration as necessary.
* To contribute to developments within the Programme Area/Centre.
* To contribute to curriculum development and course leadership where appropriate.

**Main Duties:**

1. To teach across higher education qualification levels in animal science and agriculture.
2. To develop and actively maintain schemes of work for subjects taught.
3. To plan and prepare lessons and tutor students as required.
4. To research and develop new topics and identify and create teaching materials.
5. To undertake internal verification activities if and as required.
6. To monitor, assess, set and mark students’ work accurately and within agreed timescales.
7. Where appropriate, to arrange work experience and carry out student assessments in the workplace.
8. To prepare reports on students’ progress and performance.
9. To provide written summary reports to course and other managers on individual student progress.
10. To complete administrative tasks relating to students and courses including registers, class lists etc.
11. To supervise/oversee the work of learning support/teaching assistant if/when allocated to the class.
12. To contribute to course team meetings to monitor and review courses.
13. To ensure teaching spaces are tidy, interesting and secure.
14. To manage the behaviour of all college students within and outside the teaching areas in accordance with the code of conduct.
15. To interview potential students and conduct diagnostic assessments.
16. To represent the College at Open Days, parents’ evenings, taster days, careers/education conventions.
17. To attend and participate in programme area and whole College staff meetings.
18. This document outlines the major activities of the role but is not a comprehensive or exclusive list of duties and staff are expected to appreciate that duties may vary from time to time.
19. To carry out any other associated duties as requested by the line manager.

**Statutory duties:**

* **Safeguarding**

To be responsible for promoting and safeguarding the welfare of children, young people and vulnerable adults and for raising any concerns in line with College procedures.

* **Equality and Diversity**

To be responsible for promoting equality and diversity in line with College procedures.

* **Health and Safety**

To be responsible for following health and safety requirements in line with College policy and procedures.

* **Training and development**

To participate proactively in training and development including qualification development required in the job role.



# PERSON SPECIFICATION

**Job Title: Associate Lecturer in Agricultural Business**

|  |  |  |
| --- | --- | --- |
|  | Essential | **Desirable** |
| **Qualifications/ Training** | * Degree in Agriculture/ business management or similar. * GSCE Maths and English (grades A – C) or equivalent | * Recognised teaching qualification (Cert. Ed/PGCE or equivalent) * Assessor/Verifier qualifications |
| **Knowledge/ Experience** | * Recent knowledge and experience of agricultural business * Experience of working constructively to achieve team objectives and deadlines * Experience as a teacher, trainer or instructor within further or higher education. | * Experience of successfully teaching a diverse range of students and adapting approaches accordingly * Successful teaching experience in an adult environment * Experience of teaching and assessing at higher education BSc (Hons) |

|  |  |  |
| --- | --- | --- |
| **Skills/Abilities** | * Ability consistently to provide a high quality learning experience for all students * Ability consistently to demonstrate high levels of performance within the job role * Ability consistently to contribute to the provision of a welcoming and supportive environment for students * Ability to make a positive contribution to the team, valuing colleagues’ particular professional expertise and respecting other members of the team as individuals * Ability to demonstrate evidence of strong teaching skills * Ability to teach students of all ages at various levels of achievement * Ability to contribute to curriculum development * Ability to complete administrative tasks accurately and within timescales * Ability to communicate effectively face-to-face, on the telephone and in writing * Ability to work effectively on own initiative * Ability to demonstrate strong interpersonal skills * An ability to prioritise objectives and meet deadlines * Ability to carry out College business as appropriate at all times and promote the College’s good reputation within the community. | * Ability to demonstrate a successful track record of supporting students’ progress and achievement * Ability to lead courses * Ability to act as a personal tutor |
|  | * Ability to lead curriculum development |