

## JOB DESCRIPTION

### JOB IDENTIFICATION

<b>Job Title:</b>	<b>Lecturer in Travel, Aviation &amp; Hospitality</b>
<b>Responsible To:</b>	<b>Head of Section</b>
<b>Department:</b>	<b>Travel and Tourism</b>
<b>Grade of Job:</b>	<b>Qualified Lecturers Grade</b>

### JOB ROLE

Be responsible for the delivering and development of courses.

Undertake a teaching load, which is in line with agreed contract.

Contribute to the process of continuous improvement in the quality of teaching and learning.

Work towards successful outcomes for students and a positive overall experience at Sandwell College.

The post may involve working with external agencies, college partners, local businesses and employers to contribute to meeting the diverse needs of learners.

### KEY DUTIES

<b>No</b>	<b>Description of Duties</b>
<b>1</b>	Use Information Learning Technology (ILT) in the development of learning materials and use multimedia learning resources in the delivery of the learning experience
<b>2</b>	Support the expansion and development of the provision
<b>3</b>	Assist in the development of effective support systems for students
<b>4</b>	Deliver specific programmes in line with the college prospectus
<b>5</b>	Participate in curriculum development and planning
<b>6</b>	Maintain appropriate records for both academic and administrative purposes

<b>7</b>	Carry out administrative duties in accordance with procedures specified in the relevant Quality Assurance Manual
<b>8</b>	Carry out general academic duties in accordance with the general policy framework of the college
<b>9</b>	Take responsibility for courses and course tutorship
<b>10</b>	Assume joint responsibility within course teams for the quality of course delivery
<b>11</b>	Undertake appropriate in-service training when required to do so
<b>12</b>	Ensure effective communication takes place with management, staff, students, customers and clients
<b>13</b>	Ensure a high level of confidentiality at all times
<b>14</b>	Support fully at all times the colleges aim and objectives
<b>15</b>	Have an agreed teaching load to teach groups of students in one or more of the core programme areas
<b>16</b>	Identify and develop materials suitable for support purposes

## Standard Clauses - all Job Descriptions

- To comply with the College's policies and procedures
- To comply with Sandwell College's safety policy and other safety procedures and guidelines are deemed part of the job description. Employees must look after their own Health & Safety and welfare and be mindful of other persons who may be affected by their acts.

## PERSON SPECIFICATION

**Job Title: Lecturer**

Candidates will be assessed for shortlist and interviewed against the following criteria.

Shortlisting Criteria		Essential	Desirable
<b>1. Qualifications</b>			
1.1	Hold relevant degree	X	
1.2	Certificate in Education or Level 5 Teaching Qualification	X	
<b>2. Experience</b>			
2.1	Experience of excellent teaching and learning in the area of Travel and Tourism	X	
2.2	Experience of working with all levels		X
2.3	Knowledge of current developments in Travel and Tourism	X	
2.4	Knowledge of issues related to different teaching methods	X	
<b>3. Skills/Abilities</b>			
3.1	Be able to work as part of a team	X	
3.2	Be able to present information to learners and colleagues using ILT	X	
3.3	Good organisational and administrative skills	X	
3.4	Ability to work under pressure	X	
3.5	Ability to inspire & motivate students	X	
3.6	Ability to teach using diverse methods and adapt to needs of particular student groups	X	
<b>4. Qualities</b>			
4.1	Willingness to work within a team to implement college strategic policy	X	
4.2	Genuine understanding of and commitment to Equal Opportunities in practice, and sensitivity to students, staff & client needs	X	
4.3	Prepared to actively participate in new developments	X	
4.4	Willingness to work flexibly	X	