

Role Profile

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| **POST TITLE:** | Associate Lecturer |
| **PURPOSE OF JOB:** | To provide support on a specified module or modules, including the preparation and delivery of Lectures, Workshops and Practical Sessions. |
| **RESPONSIBLE TO:** | Head of Department |

The post holder must at all times, carry out their responsibilities in accordance with Company policies, actively supporting the mission of the Sheffield College as outlined in the Strategic Plan.

Main duties may include but not limited to:

1. Formal scheduled delivery of learning and teaching
2. Preparation of teaching materials
3. Assessment and moderation
4. Curriculum and assessment design as appropriate
5. Responsibility for administration relevant to the post.
6. Student Support
7. Independent Studies supervision
8. Attendance at Meetings e.g. Programme Committees and Subject/Team Meetings
9. Participation in Continuous Professional Development
10. Participation in student monitoring and reporting, course review and evaluation process.
11. Participation in quality assurance and controls procedure.
12. College Commitment to Safeguarding and Equality and Diversity

* The College places the safety and wellbeing of students and staff at the forefront of all its activities and is committed to creating and maintaining an environment that promotes effective safeguarding practice.
* The Sheffield College has a statutory and moral duty to ensure that the College functions with a view to safeguarding and promoting the welfare of children and young people studying at The College.
* The post holder will therefore be required to commit to the Colleges policies on Safeguarding and will have a shared responsibility to promote a safe environment for children and young people learning within The College.
* All posts are subject to an enhanced Disclosure and Barring Service check.
* The Sheffield College is very proud to be viewed as being an Inclusive College.  We actively work to advance Equality, Diversity and inclusion and to eliminate any form of discrimination in line with our College Mission, Vision and Values, and in compliance with The Single Equality Act 2010.  You will also be committed to a policy of equal opportunity of treatment to all students, staff, clients, and members of the public, regardless of any protected characteristics.

1. To comply with the requirements of all Company and Sheffield College Policies and Procedures

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| **PERSON SPECIFICATION** | **Essential (E)/ Desirable (D)** |
| **Qualifications (Vocational/Professional/Academic)**   * A degree appropriate to the discipline being taught or equivalent professional experience * Teaching qualification\* * GCSE English Language and Maths (Grade C/4 or above) or other Level 2 equivalent   **Experience & Knowledge**   * Experience of working in a teaching and learning environment or working in the industry related to the subject area * Delivery of teaching, training or development   **Skills**   * Ability to teach at the appropriate level * Ability to relate theory to practice * Confident in the use of technology in the teaching (interactive whiteboards etc.) * Aware of appropriate resources/tools which can enhance teaching * Good presentation skills   **Personal qualities**   * Ability to work to deadlines * Working independently and as part of a team * Ability to work creatively with young people and adults in a way that engages them in learning * Able to demonstrate good communication skills | **E**  **D**  **E**  **E**  **D**  **E**  **E**  **E**  **E**  **E**  **E**  **E**  **E**  **E** |

\*For Associate Lecturers new to teaching we would expect them to work toward a teaching qualification if delivery is considered substantial.