

Job Description - 0.5 Digital and Media Lecturer

Role Specific

1. Teaching within the Creative & Digital team on a range of programmes, on the main teaching Creative Media RQF specification, delivering effective learning for students.
2. Teaching on the BTEC level 3 digital courses.
3. Develop and share resources for the course/subject.
4. Deliver enrichment and enhancement activities.
5. Complete required assessment duties in relation to student assignments.
6. Maintain comprehensive, up to date records and provide information, as requested, using College systems to track and communicate student progress.
7. Be responsible for the appropriate administration of exam entries and liaise with external awarding bodies, as appropriate.
8. Ensure close liaison and good communications with colleagues.
9. Act as a Personal Tutor.
10. Value and support students to achieve their full potential.
11. Effectively manage the behaviour of students.
12. Engage in curriculum development and planning activities, individually and as a team.
13. Embrace the College ethos that every student will achieve their full potential.
14. Participate in standardisation/verification and moderation, as required.
15. Ensure provision is aligned with best practice nationally.
16. Take responsibility for achieving the section's targets in retention, attendance, achievements, high grades, added value and student satisfaction.
17. Positively represent the College both internally and externally at all times.

College Responsibilities

1. Share the College's Vision, Mission, Values, Behaviours and communicate them effectively
2. Participate in Staff Review and Professional Development activities and be actively involved in the College's culture of high expectation
3. Value diversity and promote equality
4. Engage in marketing activities and liaison with employers and the wider community in line with College strategies
5. Contribute to cross-college events
6. Adhere to College policies and procedures including health and safety
7. Ensure good communication at all levels
8. Be responsible for safeguarding and promoting the welfare of children, young people and/or vulnerable adults
9. Any other duties that the Principal considers appropriate

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Person Specification	Media Lecturer
Qualifications and Attainments	Essential / Desirable
Degree in a relevant subject area or appropriate professional qualification	Essential
Recognised teaching qualification or a willingness to achieve this within three years of appointment	Essential
A higher degree or advanced qualification	Desirable
Training, Experience and Knowledge	
Successful teaching experience in relevant subject area (Media)	Essential
Knowledge of and proven ability to deliver the curriculum successfully	Essential
Demonstrate a student-centred approach to teaching and learning	Essential
Recent commercial/industrial experience	Desirable
Experience being a personal tutor	Desirable
Experience of delivering on Access and/or Higher Education programmes	Desirable
Personal Skills and Attitudes	
Have a highly responsive, flexible and adaptable attitude	Essential
Display initiative, be positive and enthusiastic	Essential
Possess excellent ICT skills	Essential
Self-motivated and driven to consistently improve and reflect on own practice	Essential
Demonstrate a commitment to equality and diversity, customer service and quality assurance	Essential
Demonstrate a commitment to the process of continuous review and improvement	Essential
Possess excellent communication skills	Essential
Be a team player	Essential
Ability to develop and promote relevant curriculum effectively	Essential
Suitability to work with children young people and/or vulnerable adults	Essential
Ability to use ILT in classroom delivery including interactive whiteboard technology	Essential
Full driving licence and access to own transport	Essential