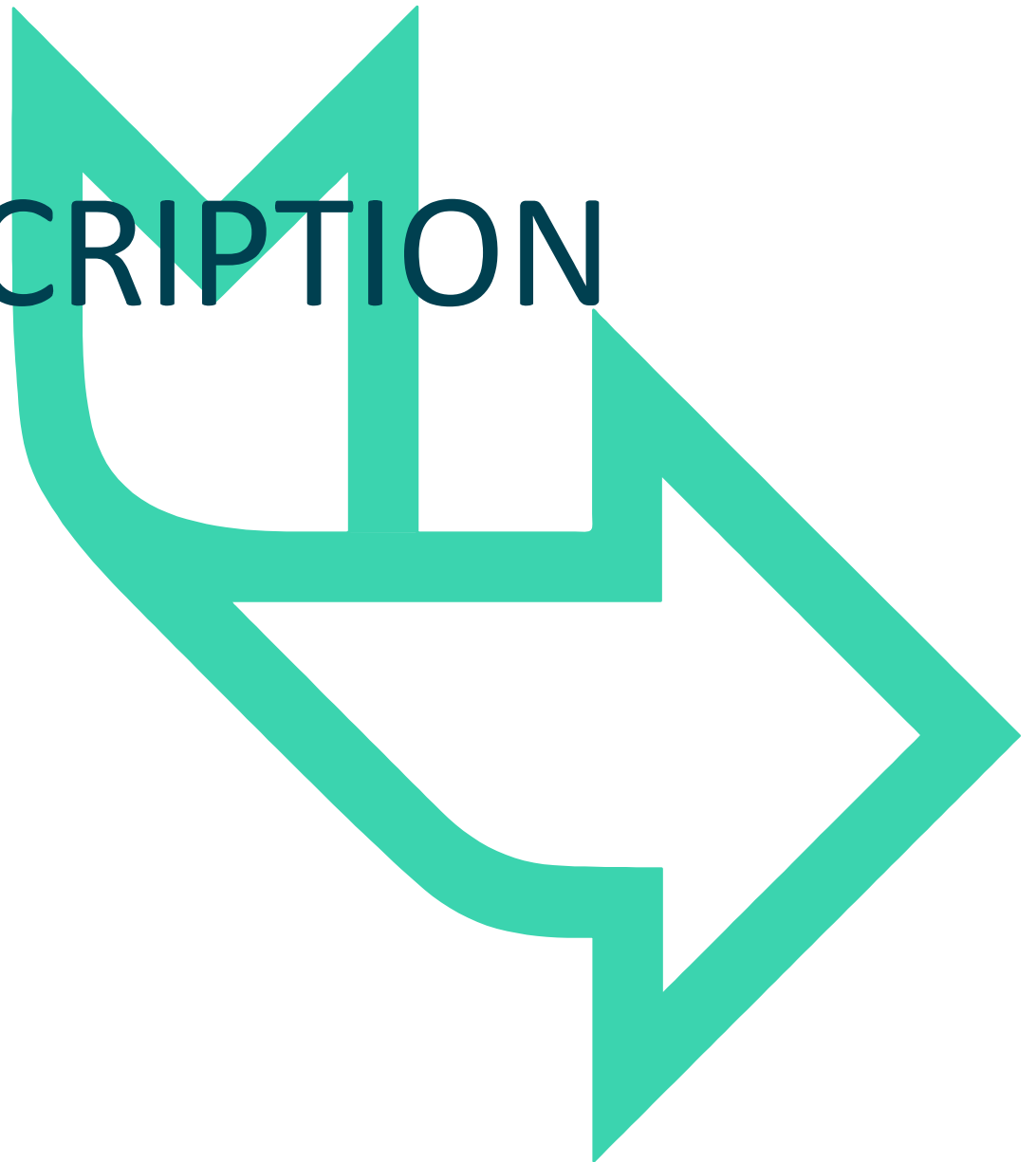




JOB DESCRIPTION



1. JOB SPECIFICS	
Job Title:	Lecturer - AGL 3
Reports to:	Head of Department (Subject)
Location:	
Department:	Academic Delivery

2. ABOUT THE ROLE	
What you'll be doing?	Delivering teaching to HE students. Tasked with planning content to ensure it matches with module expectations and the programme of study, and assessing students to appropriate benchmarks within set timeframes.
Key Responsibilities	Assist the Module Leader by suggesting appropriate assessment criteria and methodology to ensure student's learning and progression. Liaise with QAHE Internal Moderators (QAHE second markers) to ensure marking is moderated by set deadlines. Plan, prepare, teach/deliver modules and support student's learning on a range of programmes and related subject areas Improve and develop innovative curricular, learning and teaching approaches in subject areas. Provide guidance, support and tutorship for student groups and individuals as appropriate. Develop new course content and update existing course content Build and grow relationships with partnership organisations. Carry out administration duties as required Maintain personal and professional development in line with agreed appraisal and development programme to enhance personal knowledge and contribution to relevant activities. Communication with other team members and cross-functional teams with necessary.
KPIs & SLAs	Excellent Student feedback on the planning, preparation, delivery of modules as well as the level of support for the student's learning.

	Agreed pass rates and performance levels of students in cohorts taught across modules. Sufficient contributions to the development of new course content and updates of existing course content. Creation of appropriate assessment criteria and methodology to ensure student's learning and progression. Meeting required partnership and internal quality assurance processes in relation to programmes. Reach the required level of relationships with partnership organisations. Administrative tasks carried out with a high amount of quality.
Key Working Relationships	Internal All QAHE staff Build rapport and respect within your team External Students University partners and other external stakeholders Manage and expand key relationships with external representatives.

3. ABOUT YOU

Your Competencies 1: Working Level 2: Advanced Level 3: Expert Level	Core Results Driven – 2 Taking Ownership – 1 Collaboration – 1 Continuous Learning – 2 Role Specific Instructional Delivery – 2 Mentoring & Coaching – 1 Emotional Intelligence – 1
Your Experience	Significant experience of face-to-face teaching of higher education students in classes of varying sizes within a subject area taught within the faculty. Substantial experience of assessing students using a variety of methods and working in teams to deliver classes, modules and programmes.

Your Knowledge	Computer literate – able to access a VLE, upload suitable materials, navigate confidently and communicate with students via a VLE Subject and topic areas within the faculty at level sufficient to deliver at level required How to plan classes, organise teaching and what students will benefit from Knowledge of the required key communication level of a module leader Assessment techniques Quality assurance expectations internally and externally
Your Qualifications	Master's Degree or equivalent is essential, preferably in a subject area to be taught. Relevant teaching qualification or HEA fellowship is preferred.
What you'll bring to QA	Positive attitude towards supporting the student journey and their needs Confidence and high levels of self-motivation A willingness to work in a team A willingness to be self-critical, reflect and self-develop Willingness to undertake a DBS check prior to formal start date being confirmed