

POST	Hourly Paid Lecturer	LOCATION	Corporation Road, Redcar
HOURLY RATE	£14.78 Meeting £18.02 - £24.74 Lecturing Depending upon experience and qualifications	LINE MANAGER	Head of Division
HOURS	Variable		

KEY RESPONSIBILITIES

1. To enable students to gain maximum benefit from their studies under the guidance of Redcar & Cleveland College.
2. To plan, develop and deliver agreed teaching programmes and methods to quality standards
3. To follow procedures laid down in ISO 9001:2000 and IIP operating in Redcar & Cleveland College.

KEY TASKS

1. Prepare, teach and assess students in order to maximise their progress on programme.
2. Undertake associated responsibilities, eg IVing, student monitoring reviews as identified
3. Offer tutorial support to students within the classes taught in order that learning may be maximised.
4. To ensure appropriate records are kept for the tracking and monitoring of learning and assessments.
5. Undertake course development and research, including VLE development
6. Maintain an up to date knowledge of current procedures and industrial practices.
7. Be actively involved in the promotion of the subject area, which may involve liaison with external partners, interviewing students, attendance at marketing events, pre enrolment and learner admissions programmes
8. Share good practice with staff across teams to assist them in delivery.
9. Contribute fully to quality assurance to the required standards and deadlines
10. Attend faculty, team and other meetings as requested
11. Undertake and complete required personal CPD as identified and agreed, ensuring sharing of skills and knowledge with Colleagues
12. Comply with the Health and Safety policy and practices
13. Undertake reasonable duties commensurate with the grading of the post as may from time to time be requested by the Principal.