

JOB DESCRIPTION

Job Title: **Lecturer Psychology – Higher Education**

Responsible to: Stuart Appleby

Main Job Purpose: To teach and proactively support learners on a range of HE programmes and drive the continuing development of courses and the curriculum, within Higher Education.

Functional Liaison with: Head of H.E. and Assistant Principle H.E.

Main Duties and Responsibilities

The following duties are not shown in order of priority or frequency, nor is the list comprehensive, but rather an indication of the type and level of duties expected of the post.

1. Teach and assess curriculum programmes and participate in the development of existing and new course programmes, assuming responsibility for areas of work as appropriate.
2. Be responsible for the management, success and outcomes of your units / course(s).
3. To engage in collaboratively supporting the programme leader in establishing work experience and employability for all students on course
4. Responsibility for responding to student voice and student engagement to improve and develop the student experience
5. Support students to visualise opportunities for progression into further studying or seeking employment
6. Engage and assist with marketing, publicity and recruitment activities for HE courses, including 'keeping warm' activity, applicant visit days and course induction.
7. Engage in outreach programmes within the local community and external engagement.
8. Fulfil responsibilities defined by the HE Validating organisation's course management policy (lecturer role)
9. Ensure that all student and course records are kept updated in an accurate, secure and timely manner.
10. Undertake continuous personal and professional development, role modelling a strong commitment to HE, peers and students.
11. Be responsible for own health and safety and that of students and always comply with the College's health and safety policy.

12. Undertake any other duties as directed by the Principal or any delegated authority.

Additional Variable Responsibilities (as delegated by Head of HE):

(Additional responsibilities to be confirmed in writing)

HE Course Director

- Fulfil responsibilities defined by the HE Validating organisation's course management policy
- Curriculum development and validation
- Co-ordinate module leaders and module content
- Co-ordinate and undertake second marking and moderation of assessments
- Liaise with external examiners
- Co-ordinate course presence at Open Events
- Engage and assist with marketing, publicity and recruitment activities for HE courses, including 'keeping warm' activity, applicant visit days and course induction.
- Carry out the admissions responsibilities as outlined in the admissions policy and procedure
- Complete risk assessments in conjunction with Health & Safety, for trips and visits.
- Oversee the quality cycle for the course in a timely manner
- Monitor course KPIs - Manage self-assessment for the course, including survey data, retention, attendance and achievement data for regular reporting throughout the quality cycle, including overall responsibility for risk alert action planning and responses.
- To co-ordinate work experience and employability for all students on course
- To support the head of department in timetabling the course
- Engage with and promote HE Culture and ethos including scholarly activity and development of CPD
- Using Promonitor (including Markbook) to monitor student progress and work with course teams to ensure appropriate action is taken to support student progress and achievement.

Curriculum Design and Development

- Working with the Assistant Principal Higher Education to develop and deliver a responsive and flexible curriculum.
- Working with the subject team, WBL team and the HE Management team to support development of validation of new programmes, including apprenticeships and review and submit for re-approval existing programmes.
- Working with course teams to gain professional body or charter status for all our vocationally related degrees.
- Develop a network of employer connections for engagement with the curriculum through involvement with curriculum design and for work experience, internship, real work projects for the benefit of students.

Recruitment and Marketing

- Lead on promotion of the HE provisions across the curriculum area and externally in order to increase student numbers, develop and broaden the provision.
- Assist the Head of Higher Education and Assistant Principal Higher Education in promoting the work of the curriculum area through marketing, presentations, networking and with employers and representing the College at open events, UCAS events, visits, presentations, talks and workshops to promote HE at the College.

Quality and TLA

- Assist the HE Management Team in promoting the HE ethos, Corporation's values and desired behaviours throughout the curriculum area and College.
- Ensuring a fully integrated academic tutorial provision is provided to students to complement the work of the Personal Support Tutors.

Promote a rigorous approach to HE quality in the curriculum area including:

- Leading the HE Quality Cycle within the curriculum area, ensuring all expectations are met in a timely fashion, course action plans are maintained and support teams in preparation for course committee meetings, assessment boards and re-approval or validation events.
- Working collaboratively with the HE Management team to support the internal verification or moderation process for the HE provisions and quality reviews throughout the year.
- Be available to chair course committee meetings and assessment boards as required by the HE Management team.
- Taking responsibility with the HE Management team for ensuring the highest quality of delivery of learning for the curriculum area.

Scholarly Activity and CPD

- Supporting HE teaching staff in a mentoring capacity.
- Lead CPD activity to support HE lecturers at the college.
- Engage in CPD opportunities at partner HEIs.
- Positively engage with research and scholarly activity.
- Work collaboratively with colleagues to develop research opportunities.

PERSON SPECIFICATION

	Essential	Desirable	Measured
Education and Qualifications	Degree in Psychology Masters in Psychology	A teaching qualification. A PhD in Psychology.	I,A,
Knowledge and Skills	Ability to teach at levels 4, 5 & 6 of a degree course and at Level 3 (Access to H.E.). Ability to work as a member of a team. Ability to teach across a wide range of ages and ability. Ability to liaise with stakeholders, including employers, External Examiners; Support Staff, etc.	Published research within your field of expertise.	A,I,P
Experience	Prior experience of teaching FE/HE Psychology.		A, I,
Personal Qualities	Flexibility, enthusiasm, and a drive to achieve excellence.		A, I,
Training	It is a requirement that all new entrants to teaching obtain the PGCE/PGCAP qualification within 2 years of taking up the post.	PGCAP/PGCE HEA Fellowship	A, I,

KEY: A-APPLICATION, I-INTERVIEW, P-PRESENTATION/MICROTEACH, T-TEST

Conditions of Service

1. For Lecturers 52 days holiday, plus bank holidays.
2. New appointments to the College are subject to a twelve month probationary period.
3. Contributory pension: Teachers Pension TPA.
4. This College is committed to safeguarding and promoting the welfare of young people and vulnerable adults and expects all staff and volunteers to share this commitment.
5. The job description is current at the date shown; it may change from time to time in negotiation with the post holder.

General Data Protection Regulations (GDPR)

In line with national legislation, and organisational policy, all data will be processed in a fair and lawful way, for the specific purpose and not disclosed in any way incompatible with such purpose or to any unauthorised persons or organisations.

Equal Opportunities

In accordance with the Equality Act 2010 the college operates a policy of equality and diversity which protects employees, students and people who access the College's goods, services and facilities, from discrimination on the basis of 'protected characteristics' which include: age, disability, gender, reassignment, marriage and civil partnership, pregnancy and maternity, race (colour, nationality and ethnic or national origins.), religion or belief, sex and sexual orientation.

DBS

The successful applicant will be required to complete and obtain a standard or enhanced disclosure check (role dependant) from the Disclosure and Barring Service. The cost of processing this will be £44 (Enhanced) or £26 (Standard) and you will be required to make payment online via the safeguarding website before your employment commences. Further information about the Disclosure and Barring Scheme can be found at www.homeoffice.gov.uk or by speaking to a member of the Human Resources department.