

JOB DESCRIPTION

Job Title: **LECTURER IN SPORT AND PUBLIC SERVICES**

Responsible to: Head of Sport and Public Services

Functional Liaison with: Head of School
Course Directors
Course Teams
Staff both within and outside Faculty as required

Main Purpose: To teach and develop Sport and Public Services provision within the College

Maximum Annual Teaching Hours: 450

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 on a range of programmes as required by the Head of School such as BA Hons Deg applied sport, Level 3 extended diplo in Sport / Public Services, Level 2 Diploma in Sport / Public Services and other related subjects. Level 1 Diploma in Sport/ Public Services.
2. Act as Tutor and/or Course Director to one or more groups of full time and/or part time students.
3. Participate in the development of existing and new course programmes and to assume responsibility for areas of work as appropriate.
4. Fully participate in the development of the Faculty's Course portfolio within Sport / Public Service and related programmes.
5. Participate in course team meetings, curriculum planning and materials development as appropriate.
6. Assist with marketing and publicity of all courses within the School as required.
7. Attend parent, career functions and open days/evenings, some of which may be on a Saturday.
8. Participate in the development and delivery of short course programmes.

9. Act as mentor to new members of staff and give support to other new team members where appropriate, dependent on experience.
10. Liaise with school, moderators, assessors, industrial bodies and employers as appropriate.
11. Participate and conduct internal verification.
12. Liaise with internal and/or external verifiers as appropriate.
13. Carry out general duties attached to the post on the College premises.
14. Teach at any of the Colleges regional centres.
15. Undertake any other duties commensurate with the grade of the post as required by the Head of School or Faculty.

Conditions of Service

1. New appointments to the College are subject to a twelve month probationary period.
2. 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.
3. 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.