

**Job Description**

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| **Job Title** | Lecturer |
| **Responsible To** | Curriculum Lead/Head of Curriculum |
| **Job Objective** |  |
| * To lecturer Argyll College students in the subject and for the duration specified in the contract of employment issued.
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| **Key Duties and Responsibilities** |
| 1. Teach the course/units allocated to you in accordance with the course/unit specification and awarding body requirements.
2. Deliver courses by various means, including face to face, by videoconference and online using UHI technologies.
3. Identify, in conjunction with other college staff, suitable work placement and volunteering opportunities, where appropriate for the course.

 1. Provide timely feedback/feedforward to students in accordance with college and UHI regulations.
2. Maintain awareness of key performance indicators against which the college is measured and understand the impact of your teaching and learning on these KPIs.
3. Develop and update appropriate teaching and learning materials for the delivery of your courses/units, and ensure these resources are made available via UHI technologies.
4. Provide frontline support to students and help to identify additional support needs.
5. Implement student disciplinary policy and procedure as required.
6. Participate in course team meetings, progression boards, exam boards and the production of course self-evaluation documents as required.
7. Record student attendance using agreed college processes and highlight patterns of absenteeism.
8. Participate in student recruitment, interviewing and induction as required.

Undertake internal verification and participate in external verification activity. 1. Maintain and complete course/unit assessment records in accordance with agreed college documentation.
2. Provide students with information on appropriate progression routes.
3. Contribute to the curriculum planning process.
4. Engage in activities to improve learning and teaching standards including peer
5. observation, mentoring, and sharing of good practice.
6. Undertake any mandatory training as identified by the college and maintain a record of your own Continuing Professional Development (CPD).
7. Participate in events to market and promote the college and its courses.
8. Undertake other duties as agreed with your Curriculum Lead or Head of Curriculum.
9. Any other reasonable duties as directed by your line manager.
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| This is a description of the job as it is presently constituted.  It is normal practice to periodically review job descriptions to ensure that they are relevant to the job currently being performed and to incorporate any changes which have occurred or are being proposed.  The review process is carried out jointly by the line manager and employee and you are expected to participate fully in such discussions.  In all cases, it is UHI Argyll’s aim to reach agreement to reasonable changes but, where it is not possible to reach agreement, we reserve the right to make reasonable changes to your job description which are commensurate with your appointment, after consultation with you. |