

JOB DESCRIPTION

JOB TITLE:	Lecturer in Extended Learning
DEPARTMENT:	Extended Learning
RESPONSIBLE TO:	Head of Department
RESPONSIBLE FOR:	No Subordinate Staff
PURPOSE OF JOB:	To teach on courses/ programmes within the department and support associated courses throughout the College, and carry out all associated administrative duties.

MAIN TASKS AND RESPONSIBILITIES:

- 1. Student Learning**
- 2. Curriculum Development**
- 3. Pastoral Care**
- 4. Administration**
- 5. General Responsibilities**

1. Student Learning

- 1.1 Maintains a climate conducive to learning.
- 1.2 Creates a climate for mutual planning with learners through effective communication, negotiation and advice.
- 1.3 Diagnoses learners' needs and identifies potential barriers to learning.
- 1.4 Designs programme content to satisfy identified learning needs.
- 1.5 Adopts appropriate pedagogic techniques and materials to deliver the programme and meet the learning objectives.
- 1.6 Organises and accompanies students on trips and visits.

2. Curriculum Development

- 2.1 Contributes to the development of new programmes of study and programme plans.
- 2.2 Writes programme aims and objectives.

- 2.3 Devises assessment specifications.
- 2.4 Evaluates and reviews the curriculum.
- 2.5 Conducts student follow-up, particularly the evaluation of curriculum aims in relation to student outcomes.

3. Pastoral Care

- 3.1 Assists learners to choose the learning programme that most effectively matches their hopes and aspirations
- 3.4 Assists in the design of individual action plans and negotiates individual students' performance objectives
- 3.5 Helps learners identify and resolve matters which impede their progress.
- 3.6 Documents individual student progress as directed by the Head of Department.

4. Administration

- 4.1 Contributes to the effective and efficient working of the Department.
- 4.2 Maintains appropriate files and records.
- 4.3 Controls resources as directed by Head of Department.
- 4.4 Implements College policies and rules.
- 4.5 Acts as a tutor to groups of students.

5. General responsibilities

- 5.1 Contributes to the attainment of the College's strategic objectives, as appropriate.
- 5.2 Complies with all College policies, practices and procedures.
- 5.3. Takes responsibility for personal development, attends conventions, conferences and other similar activities and updating events.
- 5.4. Participates in and promotes the Professional Development and Appraisal schemes.

- 5.5 Undertakes such duties as may reasonably be required of you, commensurate with your grade and general level of responsibility at your initial or present place of work, or any other establishment for which the College provides services.
- 5.6 Takes responsibility for safeguarding and promoting the welfare of children.
- NB In consultation with you this job description is liable to variation by College Managers to reflect or anticipate changes in the College's requirements.