JOB DESCRIPTION

JOB TITLE:	Lecturer in ICT
DIRECTORATE:	Curriculum & Students
DEPARTMENT:	Science, Technology and Creative Studies
RESPONSIBLE TO:	Head of Department
RESPONSIBLE FOR:	No Subordinate Staff
PURPOSE OF JOB:	To teach on a variety of courses within the Department of Science, Technology and Creative Studies. To carry out all associated administrative duties and act as a tutor.

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 Conforms to the College procedures for tutoring as directed by the Head of Department.

3.2 Assists learners to choose the learning programme that most effectively matches their hopes and aspirations.

3.3 Assists in the design of individual action plans and negotiates individual student's performance objectives

3.4 Helps learners identify and resolve matters which impede their progress.

3.5 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 the Head of Department.

4.4 Implements College policies and rules.

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.

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5.5 Participates in and promote the Staff Development and Appraisal schemes

5.6 Undertakes such duties as may reasonably be required commensurate with his/her grade and general level of responsibility at his/her initial or present place of work, or any other establishment for which the College provides services.

NB   In consultation with the post holder this job description is liable to variation by College Managers to reflect or anticipate changes in the College's requirements.