

LINCOLN COLLEGE

JOB DESCRIPTION

Post Title: Lecturer in Computer Studies **Grade:** Lecturer Scale 1-7

Post Number: LC0509P **Date:** May 2019

Line Manager: LSL Computing **Directorate:** School of Professional Industries

Daily Supervision: LSL Computing **Unit/School:** Computer Science

Job Purpose:

To plan, prepare, deliver, assess and internally verify a range of IT programmes from Level 2 to Level 6. To participate in the development of programmes to meet local and national priorities. To co-ordinate programmes of learning and act as a personal tutor to a number of students.

Principal Duties and Responsibilities:

1. To teach computing on a range of courses including BTEC Diploma in IT, Extended Certificate in Information and Creative Computing, BTEC Nationals in IT and BSc. Computer Science.
2. To be able to deliver knowledge units for BCS Digital Apprenticeships and levels 3 & 4
3. To manage specific courses or programmes within the Programme Area as required.
4. To carry out internal verification as required.
5. To carry out the duties of Personal Tutor as required.
6. To liaise with external stakeholders, including schools, parents and/or employers
7. To write submissions for Awarding Bodies.
8. To assist with the operation and commercial development of the School.
9. To contribute to the development of new programmes.
10. To contribute to the processes of programme marketing and the recruitment and selection of students.
11. To participate in any cross college working/strategy groups as may from time to time be established.
12. To accept responsibility for the implementation of the College's Equal Opportunities policy throughout all personal contacts in the College and within this area of responsibility.
13. To maintain professional standards and expertise by undertaking relevant professional development
14. To maintain quality standards appropriate to the post.
15. To conform with the Health and Safety requirements relevant to the post.

16. To contribute towards the development of an inclusive learning environment.
17. To be responsible for safeguarding and promoting the welfare of children wherever applicable within the role.

NB: This is not a complete statement of all duties and responsibilities of this post. The postholder may be required to carry out other duties as directed by a supervising manager. The responsibility level of any duties should not exceed those outlined above.

LINCOLN COLLEGE

PERSON SPECIFICATION FORM

Post Title: Lecturer in Computer Studies

Grade: Lecturer Scale 1-7

Post No: LC0509P

Date: May 2019

Directorate: School of Professional Industries

Unit/School: Computer Science

No	Requirement	Proposed Selection Method*
Knowledge		
1	Certificate in Education, PGCE or equivalent or the ability and willingness to obtain a level 4 professional teaching qualification within 2 years of commencing employment (4 years for fractional posts).	A/I
2	Degree level qualification in Computing or Computer Science	A/I
3	Experience in HE marking and moderation	A/I
Skills/Abilities – Interpersonal		
4	The ability to work in a non-discriminatory manner.	A/I/T
5	Good written and oral communication skills	A/I
6	Ability to manage and work within a team	A/I
7	Ability to liaise with external stakeholders	A/I/T
8	Ability to respond to the individual learning needs of customers	A/I/T
9	Good interpersonal and presentational skills	
Experience		
10	Knowledge of computing languages such as C, C++, HTML, JavaScript and PHP,C# and Python	A/I A/I/T
11	Working knowledge of Cloud Computing Technologies	
12	Knowledge and experience of app development, computer hardware and networking	A/I/T A/I/T
13	Experience of teaching 16-19 year old and mature students	
Work Related Circumstances		
14	Ability and willingness to undertake relevant staff development	A/I
Skills/Abilities – Other		
15	Ability to develop, deliver, assess and internally verify a wide range of programmes up to Degree level.	A/I/T A/I
16	Responsibility for safeguarding and promoting the welfare of children wherever applicable.	

Prepared By: Julie Sullivan

Date: May 2018

Designation: HLS HBC

* **A = Application Form**

I = Interview

T = Test