

## LINCOLN COLLEGE

### JOB DESCRIPTION

<b>Post Title:</b>	Lecturer in Computer Studies	<b>Grade:</b>	Lecturer Scale 1-7
<b>Post Number:</b>	LC0569P	<b>Date:</b>	May 2020
<b>Line Manager:</b>	LSL Computing	<b>Directorate:</b>	Professional Industries
<b>Daily Supervision:</b>	LSL Computing	<b>Unit/School:</b>	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.**

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## PERSON SPECIFICATION FORM

**Post Title:** Lecturer in Computer Studies      **Grade:** Lecturer Scale 1-7  
**Post No:** LC0569P      **Date:** May 2020  
**Directorate:** Professional Industries      **Unit/School:** Computer Science

No	Requirement	Proposed Selection Method*
<b>Knowledge</b>		
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
<b>Skills/Abilities – Interpersonal</b>		
4	The ability to work in a non-discriminatory manner.	A/I
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
8	Ability to respond to the individual learning needs of customers	A/I
9	Good interpersonal and presentational skills	A/I
<b>Experience</b>		
10	Knowledge of computing languages such as C++, Web Technologies and PHP, Java, C# and Python	A/I
11	Working knowledge of Networking, Cloud Computing Technologies, Artificial intelligence techniques and development for IOT devices.	A/I
12	Knowledge and experience of mobile phone technology, app development, computer hardware and networking	A/I
13	Experience of teaching 16-19 year old and mature students	A/I
<b>Work Related Circumstances</b>		
14	Ability and willingness to undertake relevant staff development	A/I
<b>Skills/Abilities – Other</b>		
15	Ability to develop, deliver, assess and internally verify a wide range of programmes up to Degree level.	A/I
16	Responsibility for safeguarding and promoting the welfare of children wherever applicable.	A/I

**Prepared By:** Steve Horsfield  
**Designation:** HLS CHIHB

**Date:** May 2020

\* A = Application Form

I = Interview

T = Test