



South Downs College

POST: LECTURER
RESPONSIBLE TO: Head of Curriculum

The duties and responsibilities of a lecturer are inherently of a professional nature and are wide ranging. They may include, but are not restricted to the following:-

1. All forms of pedagogic work including classroom teaching, tutorial work and associated outreach duties, residential, open and distance learning courses and student placements. This will generally entail associated organisational and administrative work, preparation and marking and appropriate student welfare and academic counselling responsibilities.
2. Staff development work including the conduct of and participation in staff appraisal and in-service training based on an assessment of individual service needs.
3. Curriculum development work including identification of consumer requirements, planning, development and evaluation of courses and course materials and supervision of course provision.
4. Management and administration. This may include:
 - contributing to college administration or the administration of education and training programmes;
 - publicity and public relations;
 - participation in appropriate team and committee meetings and course management duties including the interviewing, induction, assessment and examination of students;
 - preparing statistical returns including retention rates, examination results, student progress placement and destination;
 - participation in student monitoring and reporting and course review and evaluation procedures;
 - participation in quality assurance and control procedures.
5. Research and consultancy work including individual or collaborative research and consultancy work agreed by college management to be part of the lecturer's current duties.
6. Student counselling and welfare work including all specific student welfare and non-academic counselling work.

The job description is current as at the date shown. In consultation with you, it is liable to variation by management to reflect or anticipate changes in or to the job.

You are liable to undertake such other duties as may reasonably be required of you, commensurate with your grade, at your initial or present place of work or at any other of the College's operational sites.