Job Description
Person Specification

Post Title	**Lecturer**
Scale	£40 per hour (delivery) Development and Meeting rate also available.
Contract	Hourly Paid (lecturer)
Hours	Associate (as required)
Responsible to	Vice Principal
Location	Head Office is in Newcastle but delivery is online, therefore lecturers can be located across the UK.
Job purpose	To effectively develop and deliver on the Level 6 BA (Hons) Professional Management (as part of the CMDA) and/or Level 7 CMI Extended Diploma in Management and Leadership Practice (as part of SLA).
Lecturer	To deliver lectures in Leadership and Management.

PRINCIPAL DUTIES

1	To plan, resource and deliver Leadership and Management.
2	To mark students' assignments and provide robust, timely feedback to support improvement.
3	To work closely with module leads to ensure standardisation and sharing of best practice.
4	To advise Academic Programme Lead and Vice Principal on academic matters.
5	To participate in standardisation and guidance on marking, as required.
6	To source/devise additional resources to support delivery, as required.
7	To attend meetings, via Teams, as required.
8	To contribute to team and programme effectiveness.
9	Any other duties within the boundaries of the services outlined above.

MAIN DUTIES

1	To resource and deliver Leadership and Management lectures and tutorials.
2	To mark assignments in line with academic standards, learning outcomes and UCQ quality standards ensuring timely, robust and informative feedback to students.
3	To maintain and standardise learning resources.
4	To ensure full completion of all necessary documentation.
5	To support students throughout their programme and provide IAG as required.
6	Work with the Academic Programme Lead, other Module Leads to report on attendance, submissions and feedback for elements for which you are responsible.
7	To participate in standardisation.
8	Support the development of UCQ by being innovative and target driven.
9	To attend internal meetings as required
10	*Equality and Diversity* – actively support and implement the UCQ's Equal Opportunities policies.
11	*Safeguarding* – work to promote and apply UCQ's safeguarding and safer recruitment policies
12	*Information Security* – to abide by the UCQ Data & Privacy Policy and to ensure that the principles of information security are adhered to at all times
13	To participate in any internal *CPD* appropriate for the role and to ensure occupational updating and personal development.
14	To provide any other duties commensurate to the role.

PERSON SPECIFICATION: **Lecturer/Module Lead**	**Essential (E)** **Desirable (D)**	**Assessed By:** Application (A) Interview (I) Presentation (P) Task (T)
<u>Qualifications</u>		
PGCE/Cert Ed/PTLS/CTLS or equivalent	E	A I
Post Graduate Qualification	E	A I
Literacy/Numeracy at Level 2 as minimum	E	A I
Management Qualification	D	A I
<u>Experience</u>		
Delivering a range of HE programmes within University or other HEIs	E	A I
Excellence in Teaching and Learning	D	A I
Experience of dealing with validating bodies	D	A I
Experience of dealing with QAA, OFS and/or Ofsted	D	A I
Understanding of degree apprenticeships .	D	A I
Proven record of achieving challenging performance targets.	E	A I
Experience of providing impartial and effective IAG to learners	E	A I
Experience of completing detailed, robust and compliant paperwork	E	A I
Knowledge, skills and aptitude:		
A high degree of motivation to succeed	E	A I
The ability to meet paperwork submission deadlines and standards.	E	A I
The ability to record data as required with minimal error.	E	A I
Ability to establish effective working relationships with staff and external stakeholders	E	A I

PERSON SPECIFICATION: **Lecturer/Module Lead**	**Essential (E)** **Desirable (D)**	**Assessed By:** Application (A) Interview (I) Presentation (P) Task (T)
Ability to use ICT effectively i.e. Microsoft Office applications including Excel, Word, calendars and Powerpoint.	E	A I
Flexibility, stamina and reliability to work under pressure and to meet project deadlines.	E	A I
Excellent interpersonal, communication and negotiation skills.	E	A I
Ability to work effectively both as part of a busy team and independently	E	A I
A proactive approach to UCQ Health and Safety matters wherever and whenever applicable.	E	A I
Display behaviours in line with UCQ Core Values.	E	A I
UCQ is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment therefore the candidate should have a clear understanding and commitment to Safeguarding.	E	A I
Other:		
Full UK Driving Licence and access to transport.	D	A