



David Game College
BUSINESS / MANAGEMENT LECTURER
JOB DESCRIPTION & PERSON SPECIFICATION
(David Game Higher Education Centre)

SUMMARY:

This role has been designed to support the delivery of our Business programmes (HND's and degrees), which includes a flexible delivery approach, and will therefore require the candidate to work some evenings and on Saturdays, during term time or when necessary, and Monday to Friday, outside of term time. The working hours for this programme during term time will be from 12.00 to 21.00 (or 9.00-18.00) during the weekdays, and from 9.00 to 18.00 on Saturday. Outside of term time, the working hours will be from 9.00 to 18.00, Monday to Friday.

For example a typical term-time week could look like:

Monday 9.00 – 18.00

Tuesday 12.00 – 21.00

Wednesday 12.00 – 21.00

Thursday 12.00 – 21.00

Saturday 09.00 – 18.00

Note: There could be some flexibility in the schedule and a 0.8 FTE appointment may also be considered.

Salary range: £32,000 to £35,000 (depending on experience and qualifications)

The lecturer is responsible for:

- attending an induction and engage and participate in training and meetings when scheduled;
- teaching, advising and assessing students in the courses s/he teaches;
- complying with published quality assurance standards and procedures at DGHE;
- developing the Scheme of Work / Syllabus in the taught specialist subject;
- developing the assignment brief in the taught specialist subject;
- developing and maintaining a CPD record of research and scholarly achievement;
- undertaking departmental and College duties including but not limited to attendance records, marking within published guidelines and time frames, attending department and College meetings and internal verification/moderation day.

MAIN DUTIES:

Your main duties are summarised below.

Teaching and curriculum development:

- teach weekly classes for the term;
- prepare scheme of work/syllabi, reading lists, grading assessment standards and classroom instructions;
- maintain class attendance registers and submit them to the Administration Office;
- carry out continuous and formative assessment of students;
- invigilate mid-term and final assessments;
- mark mid-term, formative and summative assessments, including re-submission, and submit grades, together with relevant graded course work, in accordance with established procedures and required deadlines;
- undertake regular curriculum and program reviews in your specialism and revise and develop as necessary in consultation with the Programme Manager;
- work with the appropriate Programme Manager to contribute to the validating/awarding authority's annual report;
- undertake preparation for, and participate in academic meetings;
- inform the Librarian of the requisite books to be ordered for the course/s;
- arrange and supervise field trips, as appropriate;
- update the VLE (Moodle) with each week's taught material as required;
- maintain at least one session for out-of-class consultation with students;
- be available in College or by skype/phone/email for standardisation and internal verification/moderation days.

Scholarship and/or professional development:

- develop and maintain a record of research and scholarly achievement;
- take advantage of opportunities for professional development;

Service duties:

- attend and participate in training sessions and inductions;
- attend and participate in departmental meetings;
- attend and participate in faculty meetings and, as requested, College -wide committees;
- adhere to and promote the College's Health and Safety policies and procedures.
- To provide advice and help to students according to the academic guidelines.
- assist the programme manager in administrative tasks, which may include peer observations, at-risk meetings, drop-in sessions, marking of coursework, monitoring of virtual learning environment.
- take on board (if required) the role of module leader, for taught modules, and managing the teaching team.

NOTE: The above responsibilities are subject to change at the discretion of the College and shall include other reasonable responsibilities as the College may wish from time to time assign.

PERSON SPECIFICATION

The position holder will have high levels of personal competence in teaching and learning, they will be a good 'citizen' of DGHE, including having constructive attitudes and enthusiasm to work as part of a performance-driven team dedicated to the delivery of the highest-quality student experience.

QUALIFICATIONS & EXPERIENCE

Level 3 and 4 programmes will be considered on the basis of a first degree (e.g. BA, BSc) or equivalent.

Level 5 and 6 programmes candidates must hold a postgraduate degree (e.g. MBA, MSc) or equivalent and/or a terminal qualification (e.g. bachelors degree) with a minimum of two years of teaching experience. A related professional qualification is also desirable.

Level 7 programmes candidates must hold a postgraduate degree with a minimum of two years teaching experience and must have or be working towards a teaching qualification. A professional qualification is desirable.

KNOWLEDGE AND SKILLS

Knowledge of the subject area or areas relevant to DGHE's Programme areas; an understanding of quality assurance and good practices in the UK HE setting.

ATTRIBUTES

A commitment to satisfying customers, solving problems and exceeding expectation; Behaviours and communication approaches that build successful relationships within teams and across teams; Capacities with new technologies which improve the quality of the learning experience; Passionate about teaching and student satisfaction; Take pride in being professional and an expert in your field to achieve results.; Lead, develop and motivate yourself and others, seeking and responding to feedback to achieve results; Willingness to engage with new technologies to improve the quality of the learning experience.

David Game College Higher Education Centre (DGHE)

31 Jewry Street, London EC3N 2EY