

## Role Description

<b>Role Title: Lecturer in Trade Union Studies</b>	<b>Pay Grade: Lecturer Scale</b>
<b>Normal Place of Work: Ashley Down Campus and off-site delivery across the south west region</b>	<b>Line Manager: Programme Manager</b>
<b>Normal Working Hours: Nil Hours</b>	<b>Responsible For: Delivery and assessment on Trade Union courses</b>

### ROLE PURPOSE

- To teach and assess on the Trade Union Education provision
- To achieve excellent outcomes for students and deliver excellent teaching, learning and assessment

### PRINCIPAL ACCOUNTABILITIES

1. To work within college quality assurance systems, including student record keeping, monitoring and tracking ensuring that the requirements of the college, TUC, affiliate Unions and NOCN are met
2. To work as part of the college team to deliver a programme of union representatives training for the TUC and affiliated trade unions
3. Participate in team meetings and staff training and development as required
4. Attend TUC meetings and training as required

### Key Relationships

All posts within the College require a high degree of team working. In particular, the postholder will need to develop and maintain key relationships, with:

- Programme Manager
- Curriculum Administrator
- TUC and affiliated Trade Unions
- Other departments within the college

### Generic Responsibilities

- To represent and promote the College brand values internally and externally; acting as an ambassador for business development on behalf of the College
- Promote the College's student first ethos, ensuring that the student experience is uppermost in policy and decision making
- To actively promote and act, at all times, in accordance with College policies, including, but not limited to: Health and Safety, Equal Opportunities, Prevent and Safeguarding, the Staff Code of Conduct and the College's Financial Regulations
- To actively promote and adhere to agreed College values
- To engage in implementing changes, promoting innovation
- To participate in the College Annual Appraisal Process, contributing to a culture of self-reflection on practice and continuous professional development
- To facilitate the achievement of the College's quality objectives including those from external bodies
- To undertake other reasonable duties commensurate with the level of post

### Values

To role model the College values of: inclusivity, honesty, respect and ambition

### Behaviours

To role model and consistently exhibit: student focus; high expectations and aspirations for all; focused on progression and employment; pride in what we do and our place in the city; collaborative and continually improving.

## Person Specification

	Essential	Desirable	How assessed*
<b>QUALIFICATIONS</b>			
Degree or <b>relevant professional experience</b>	✓		AF/Cert
Teaching Qualification		✓	AF/Cert
<b>KNOWLEDGE AND EXPERIENCE (UP TO DATE/ CURRENT)</b>			
Experience of trade union activism	✓		AF/IV
Experience of teaching/lecturing in post 16 provision	✓		AF/IV
Experience of teaching on the whole TUC/Union programmes up to Diploma level		✓	AF/IV
Understanding of relevant health and safety requirements	✓		AF/IV
Experience of education delivered on-line	✓		AF/IV
Commitment to equality of opportunity and anti-discriminatory practices	✓		AF/IV
Pastoral or equivalent experience and understanding to support the broad needs of students	✓		AF/IV
<b>SKILLS AND ABILITIES</b>			
Ability to work as part of a team	✓		AF/IV
Ability to work on own initiative	✓		AF/IV
Able to use ICT systems	✓		AF/IV
Organisational and administrative skills	✓		AF/IV
Communication skills	✓		AF/IV

**\*Assessment method:**

AF = Assessed via application form

IV = Assessed via interview

AT = Assessed via test/work-related task

Cert = Certificate checked at interview

**Signed** .....

**Date** .....