

Job Description

Job Title:	Lecturer – Engineering (Maternity Cover)	Approved By:	Adrian Mackay		
Job Holder:					
Report To:	Curriculum Manager	Date:	11th February		
Grade:	Lect01- Lect05	Location:	Thurso	Written by	Curriculum Management

Purpose

Lecturers are responsible for the delivery of learning, teaching and assessment within their subject areas of expertise and related fields of study. They will embrace the nationally agreed *professional standards for lecturers* to ensure an excellent student experience with sustained student engagement to ensure high learner satisfaction and successful student outcomes.

Lecturers report to the curriculum manager and will support curriculum development, provide specialist advice and proactively contribute to subject area review and evaluation.

Lecturers will work together as a cohesive and collaborative team within their subject areas and across both faculties within UHI North, West and Hebrides, and across the UHI partnership. The lecturer is key in ensuring a holistic approach in supporting every student to succeed jointly with professional service staff.

Context

- The post requires significant interface with students, the immediate curriculum team, the student experience team and centre engagement staff.
- The role requires a high level of learning and teaching professionalism and subject knowledge and understanding. It requires a strong teamwork ethos of sharing tasks and a willingness to work together proactively.
- Proactivity and strong organisational skills as well as an ability to engage with students at all levels as well as other external bodies.
- The post holder will have access to highly confidential and sensitive information and will therefore be required to maintain this confidentiality and is expected to be able to deal with sensitive matters appropriately using sound judgement.

Lecturers are expected to carry out the lecturer role outlined in the nationally agreed Lecturer Role Profile (Circular STL 02/21) whilst working to the professional standards for lecturers. These referenced documents are provided here through an external link:

[Professional standards for lecturers in Scotland's colleges](#)
[Lecturer Role Profile](#)

Duties and Responsibilities

Lecturers are expected to carry out the lecturer role outlined in the nationally agreed Lecturer Role Profile (Circular STL 02/21) whilst working to the professional standards <links on first page>. The following duties and responsibilities give a broad indication within a UHI North, West and Hebrides context of the variety of tasks and work that the post holder will carry out. in relation to the nationally agreed and professional standards for lecturers

It should be noted that a job description is not an exhaustive list of activities, and lecturers may be asked to carry out other duties commensurate with the level of the post. The job description may also be amended to take account of changed circumstances.

Academic Guidance and Support

1. use a supportive approach and appropriate guidance to identify student needs and be able to refer to specialist services when required;
2. as subject experts within a team, actively promote course opportunities to encourage and recruit students as directed by managers and UHI programme leaders. This may include events and initiatives in partnership with professional services staff, UHI and direct industry-engagement related to delivery, recruitment and employment;

Planning and Preparing the Learning Experience

3. create effective plans (*course, module/unit, lesson etc*) for learning, teaching, assessment and supervision based on proven pedagogy and emerging practice that engage students actively in the learning process;
4. contribute to the development, implementation and delivery of effective operational plans that incorporate improvement measures and achieve key performance indicators;

Teaching, Facilitating Learning, Assessment

5. use a range of proven learning, teaching and assessment approaches and activities that inspire, motivate and engage students actively in their learning;
6. actively communicate positive behaviour with students, working effectively with fellow team members to support students by
 - a. incorporating a range of feedback and feedforward approaches
 - b. engaging with relevant employers and stakeholders to add value to learning and teaching to develop skills for employment, personal development and subject knowledge;
 - c. working closely with professional service colleagues to enhance the student experience;
7. continuously review, design, repurpose and maintain digital and accessible learning, teaching and assessment resources to support individual learning needs
 - a. understands and has knowledge of how to design and develop new and existing units and learning materials
 - b. create and develop curriculum, units, courses and resources as directed or in relation to course approvals;
8. create and preserve a welcoming, inclusive, supportive and safe learning environment that promotes a positive learning experience;

Quality and Standards

9. ensure full compliance for quality assurance and enhancement of all learning, teaching and assessment related duties and adherence to all statutory and legislative requirements;

10. contribute effectively to the quality functions of curriculum teams by agreeing targets, formulating action plans (individual and team), following through and evaluating their impact;
11. proactively evaluate, using an appropriate range of evidence, the quality of the student experience to identify strengths and improvement measures at individual, team and college level.

Professional Practice and Development

12. Engage in scholarship and pursue up to date developments in learning, teaching and assessment to enhance practice and maintain currency;
13. Sustain effective industry links to enhance learning and teaching in related subjects, as appropriate to the lecturer role;
14. contribute meaningfully to positive change within own area of responsibility and advocate for wider transformation;
15. build and cultivate relevant successful internal and external relationships. Internal: between NWH departments, geographic locations, with the student association and across UHI (such as cognate subject groups, exam boards and module teams); external: with key employers and stakeholders;
16. take an active role in projects, research initiatives and community of practice representation, within own sphere of expertise, as directed.

General

- Proactively contributing to own personal development and supporting the wider sustainability of UHI North, West and Hebrides;
- Contribute to UHI's climate, biodiversity, and sustainability goals, including net-zero by 2040;
- Ensuring consistency and equality at all times;
- Ensuring compliance with data protection requirements and all college policies as required, including appropriate responsibility to ensure the health and safety of self and others;
- Working collaboratively with colleagues to ensure a whole college focus and approach
- Registration with GTC Scotland as part of the agreed national terms and conditions of employment for all college lecturers. [Apply as a college lecturer](#)



Person Specification

Criteria	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • SCQF level 7-12 qualification, normally above the level being taught and in a relevant subject area to the course • Teaching qualification, preferably TQFE, PGDE or equivalent, Masters in Education and / or working towards; • Consideration given to PDA Teaching Practice in Scotland's Colleges and other related professional qualification 	<ul style="list-style-type: none"> • Industry recognised qualification in subject area if appropriate
Experience	<ul style="list-style-type: none"> • proven track record of effective planning (<i>course, module/unit, lesson</i>) to deliver engaging learning, teaching, assessment and supervision; and/or broader experience of coaching, instruction and developing people; • evidenced good practice in delivering learning, teaching and assessment of groups of students • adept/demonstrable ability to consistently achieve or exceed established targets; • proven ability to manage workload, meet deadlines whilst maintaining a positive student experience; 	<ul style="list-style-type: none"> • Experience of teaching further and higher education qualifications
Knowledge & Skills	<ul style="list-style-type: none"> • excellent skills in communication and collaboration, teamwork, critical and creative thinking, problem solving and numeracy; • digitally fluency: demonstrates a strong understanding and ability to effectively use a range of digital tools and technologies; • evidence of recent CPD activity. • Ability to deal with rapidly changing priorities and meet tight deadlines • Good organisational skills • Ability to work independently and as part of a team 	<ul style="list-style-type: none"> • Ability to communicate some Gaelic
Personal Qualities	<ul style="list-style-type: none"> • Positive and outgoing personality • Flexibility in order to meet deadlines • Self motivated • Can work well within a team 	
Other	<ul style="list-style-type: none"> • Clean driving licence when needed for the post • Be willing to work flexible hours when necessary to meet requirements of the post • Be willing to regularly travel on College business, between UHI centres, as required • Commitment to support the achievement of UHI's Sustainability Policy and Strategy 2023-30 objectives 	

KEY TERMS AND CONDITIONS OF EMPLOYMENT

Hours of Work	This post is for 35 hours per week but you may be required to work additional hours to meet service requirements. The normal full-time working week is one of 35 hours.
Duration	This a temporary post.
Salary	The salary for this post is “Unpromoted Lecturer” a 5 point scale which is currently £41,833 - £50,359 per annum. Placement and progression through the scale are dependent on qualifications and experience. Your salary will be pro-rata to the relevant spinal point.
Holidays	Academic Holidays
Location	The position will be based primarily at our Thurso Campus, but you may be required to work in any campus of UHI North, West and Hebrides.
Pension	You will be contractually enrolled into the Scottish Teachers Superannuation Scheme. Further details are available upon appointment.
References/ Medical Assessment/ PVG Check	For external candidates' appointment will be subject to references and a PVG check, which will be taken up after an offer has been made.

UHI North, West and Hebrides, an equal opportunities employer, is a registered charity which exists to provide Further and Higher education.

