



Title: Senior Lecturer in Management

Salary: Up to 28,000

Purpose of the Job

To design, develop and deliver a range of programmes of teaching to Manchester International College students, in order to enable them to complete their studies successfully.

Principal Duties

- To design, develop and deliver a range of programmes of study (sometimes for entirely new courses) at various levels.
- To review course content and materials on a regular basis, updating when required.
- To develop and apply innovative and appropriate teaching techniques and materials that creates interest, understanding and enthusiasm amongst students.
- To transfer knowledge including practical skills, methods and techniques.
- To ensure that course design and delivery comply with quality standards and regulations of the college and various awarding bodies.
- To challenge thinking, foster debate and develop the ability of students to engage in critical discourse and rational thinking.
- To supervise student projects, field trips and, where appropriate, placements.
- To set, mark and assess work and examinations and provide feedback to students.
- To ensure that the teaching content and methods of delivery are in accordance with equal opportunities, and respond to issues relating to staff and student needs.

Student Counselling

- To be responsible for dealing with referred issues for students within own educational programmes.
- To act as personal tutor, giving first line support.

Resource Management

- To be responsible for the delivery of own educational programmes.
- To contribute to the management of quality, audit and external assessments.

Working Environment

- To balance the competing pressures of teaching, administrative demands and deadlines.
- To engage in continuous professional development.
- To understand and apply the principles of equality of opportunity in an academic context.

Person Specification

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Area to be Assessed	Essential	Desirable	Assessment
Qualifications	<p>Master's in Business Administration/Management</p> <p>A teaching qualification.</p>	<p>A professional qualification.</p> <p>A PhD in a related subject area</p>	Original certificates (candidate to bring to interview).
Professional Development	<p>Evidence of ongoing professional updating and development in relevant fields.</p> <p>Willingness to undertake teacher training.</p> <p>A willingness to undergo further personal and professional development.</p>	<p>Membership of Institute of Learning and evidence of continuing professional development.</p>	CPD record – portfolio, certificates, etc. (candidate to bring to interview).
Knowledge	<p>Wide breadth and depth of specialist knowledge in own specialism to develop teaching programmes.</p> <p>Professional knowledge of curriculum development, delivery, and raising of standards for academic staff.</p> <p>Knowledge of issues, trends and initiatives within the education sector</p> <p>Familiarity with the use of IT.</p>	<p>Knowledge of the awarding bodies (ABE, NCC, ILM)</p> <p>Understanding of the relationships between curriculum provision and service delivery in achieving corporate objectives.</p>	<p>Personal statement on application form.</p> <p>Formal face to face interview.</p> <p>Micro teach.</p>
Experience	<p>Relevant experience in a teaching / training position.</p> <p>.</p>	<p>Experience of curriculum development in F.E.</p>	Formal face to face interview.
Skills & Qualities	<p>A creative and imaginative approach to student-centred teaching</p> <p>Good oral and written communication skills – a capacity to deal effectively with staff, students, parents, employers and others</p> <p>Able to prepare effective written and visual teaching materials including the effective use of Information Learning Technology</p> <p>Ability to relate effectively and sensitively to students and staff from a variety of backgrounds and cultures</p> <p>Must demonstrate a strong commitment to equality and diversity and how it affects classroom practice</p> <p>Demonstrate a strong commitment to quality assurance and customer care.</p>	<p>A willingness to take an active role in the promotion and development of the College's programmes and related events.</p>	<p>Personal statement on application Form.</p> <p>Formal face to face interview.</p>