YEOVIL COLLEGE – JOB DESCRIPTION

Job Title:	IT / Computing Lecturer
Department:	Creative and Digital Industries
Responsible to:	Curriculum Leader ICT
Hours:	15 hours per week, all year round
Salary	£10, 890 - £13,019 [YCL3.1 – YCL3.6 FTE: £26,864 - £32,114]
Date of Issue:	November 2026

1. **Job Purpose**
   To contribute to the delivery of the IT / Computing area of the curriculum working closely with other members of the team.

2. **Key Roles & Accountabilities**
   - Provide effective and appropriate delivery of curriculum programmes for students under the direction programme managers;
   - Design and plan the delivery of components of course/programme within parameters agreed with your course/programme managers;
   - Be responsible for appropriate documentation, statistical information, and administrative tasks as required by course/programme managers and other College agencies;
   - Contribute to the work of your curriculum team/s through participation in:
   - the delivery of the curriculum;
   - on-going course development as required;
   - course meetings and projects for the development of new curriculum initiatives and teaching methods in line with agreed curriculum strategy;
   - student recruitment and induction activities;
   - student monitoring, assessment and feedback activities
   - Liaison with parents, employers, schools and other external agencies when required.
   - residential and outreach work where appropriate;
   - INSET activities;
   - Be committed to your on-going professional development, including an awareness of current developments within your curriculum area by contributing to the identification of your own training needs;
   - Taking part and attending College wide CPD activities events and training.
   - Ensure all statuary compliance updates are completed when required.
   - Work closely with tutors cross College departments and other College agencies on matters concerning student support and guidance;
   - Working with your Curriculum Leader and course team, contribute to the setting, achievement and systematic review of objectives to improve the learning experience;
   - Contribute to the setting and monitoring of learner targets, including personal targets and course specific success rates;

- Supervise and assist students in individual practical work if appropriate to your subject area;
- Ensure that your students comply with relevant health and safety procedures and maintain appropriate levels of conduct;
- Ensure that you understand and actively promote equality of opportunity for all including; students, parents, staff, employers, visitors, suppliers;
- Conduct yourself in a manner that shows respect for others and is within college policy with particular reference to Health and Safety policy and procedures and Equality and Diversity policies;
- Support your Curriculum Leader as appropriate in internal and external marketing activities and events;
- Work closely with the Curriculum Leader and all staff to ensure compliance and implementation of all College policies and procedures, including Equality and Diversity and Child Protection Legislation (Every Child Matters);
- Undertake cover for absent colleagues when required.
- Undertake other duties, which may arise from time to time in line with the general purpose of the post.

3. Other Duties

The Post Holder may be required to perform duties other than those given in the Job Description for the post. The particular duties and responsibilities attached to posts may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and would not of themselves justify the re-evaluation of a post. In cases, however, where a permanent and substantial change in the duties and responsibilities of a post occurs, consistent with a higher level of responsibility, then the post will be eligible for re-evaluation.

To participate in the College appraisal system and take responsibility for your own personal development.

4. Health and Safety

The post holder will agree, as part of the contract of employment, to comply with their duties under the Health and Safety at Work Act 1974, and any Health and Safety Regulations issued under the Act, and to cooperate with the College to enable it to carry out its health and safety duties under the Act. Failure to comply with health and safety duties, regulations, work rules and procedures regarding health and safety, may lead to disciplinary action.

5. Equal Opportunities

The College is committed to a policy of equal opportunities and all staff are encouraged to play their part in implementing the following College statement:

Yeovil College is an equal opportunities employer. The aim of our policy is to ensure that no job applicant or employee receives less favourable treatment on the grounds of race, nationality, ethnic or national origins, sex, marital status including civil partnership, disability, age, sexual orientation, faith or belief, transgender, pregnancy and maternity, responsibility for dependants, or is disadvantaged by conditions or requirements which cannot be shown to be justifiable. Selection criteria and procedures will be frequently reviewed to ensure that individuals are selected, promoted and treated on the basis of

their relevant merits and abilities. All employees will be given equality of opportunity and, where appropriate special training, to progress within the organisation. The College is committed to a programme of action to make this policy fully effective and actively advances Equality of Opportunity.

6. Safeguarding

Yeovil College is committed to prioritising and promoting safeguarding and protecting all children, young people and vulnerable adults from harm whatever, their age, gender, ethnicity, disability, language, faith and or sexual orientation. The term 'safeguarding children and young people' embraces both child protection and a preventative approach to keeping young people safe. 'Safeguarding' therefore encompasses learner health and safety, bullying, meeting the medical needs of those with medical conditions, providing first aid, security, and support / safeguarding from drugs and substance abuse etc. This policy is applicable to all learners, staff, volunteers and visitors to Yeovil College as well as children who are in the care of learners whilst on placements and/or employees of Yeovil College.

Yeovil College – Person Specification
Part Time IT / Computing Lecturer

	Essential	Desirable
Previous Experience	• Experience of teaching within IT / Computing area; Ability to teach on higher level qualifications such as HND Computing, and the Extended Diploma in Computing	• Work experience within a relevant area.
Qualifications	• A recognised and appropriate teaching qualification or willingness to work toward; • An appropriate degree level or equivalent qualification for the subject area.	
Special Skills/ Aptitudes	• Proven background in successfully working as part of a team; • Awareness of new methods of teaching e.g. modularisation, resource-based learning.	• Confident in using and applying appropriate up-to-date IT / Computing applications as appropriate to your area.
Personal Attributes	• Commitment to inclusive education; • Well organised and co-ordinated approach; • Ability to represent the College positively, both internally and externally. • Enthusiasm for subject matter and working with learners; • Reliable.	
Equality and Diversity	• Understanding of equality and diversity in a learning environment; • Ability to promote learning and opportunity for all.	
General situation	• Ability to be flexible with hours according to the teaching timetable for your subject/s. • Willingness to work some evenings	
Ability to demonstrate the College values	• Aspirational – High ambition, expectation, and effort. • Collaborative – In it together. • Exceptional –Innovative and enterprising. • Team YC – Doing amazing things.	

Where aspects of the person specification are shown as ‘desirable’ it is understood that the knowledge, skills or experience required could be achieved through relevant training which

the College is committed to provide. In decisions on selection, however, preference will be given to those candidates who can already demonstrate competence in areas specified.

In addition to the candidates' ability to perform the duties of the post, the selection process will also explore issues relating to safeguarding and promoting the welfare of children and vulnerable adults. The candidates will also be tested with regards their openness to diversity

Employment Checks

The appointment is subject to Yeovil College obtaining medical, Disclosure and Barring Services clearances, evidence to show you are legally entitled to work in the UK (under the Immigration, Asylum and Nationality Act 2006) and employment references satisfactory to us and evidence of relevant qualifications to the post.

Please note that if the above clearances and references are not consistent with the information provided by you then your offer of employment may be withdrawn.

Please be aware that this post requires an Enhanced DBS check based on the specific duties of the position.

The Police Act 1997 provides a statutory basis for certain criminal record checks to be used by establishments, to safeguard children and vulnerable adults to provide information on anyone seeking to engage in activities with children and young people which are exceptions to the Rehabilitation of Offenders Act 1974. Working at the College could involve substantial access to young people or vulnerable adults and is therefore exempt from the Rehabilitation of Offenders Act 1974. **You must therefore disclose any cautions, convictions or pending prosecutions you may have, even if they would otherwise be regarded as 'spent' under this Act.**

A conviction will not necessarily be a bar to employment at Yeovil College. Ask a member of HR for our 'statement on the recruitment of ex offenders'.

In performing our registered body duties, the College follows the Disclosure and Barring Service code of practice, and our Disclosure & Barring Service Handling Policy. Both these documents are available upon request from the HR team. The DBS Code of Practice can also be found here:
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/474742/Code_of_Practice_for_Disclosure_and_Barring_Service_Nov_15.pdf