JOB DESCRIPTION

Job Title:	**Lecturer in Travel, Aviation & Hospitality**
Responsible to:	**Head of Section**
Department:	**Travel and Tourism**
Salary Grade:	**Lecturers Grade**

JOB ROLE

Be responsible for the delivering and development of courses

Undertake a teaching load, which is in line with agreed contract

Contribute to the process of continuous improvement in the quality of teaching and learning

Work towards successful outcomes for students and a positive overall experience at Sandwell College

The post may involve working with external agencies, college partners, local businesses and employers to contribute to meeting the diverse needs of learners

KEY DUTIES

1	Deliver a range of Travel and Tourism subjects across levels 1 to 3, demonstrating flexibility in teaching
2	Lead tutorship on the Travel and/or Tourism course, sharing your experience and knowledge
3	Use Information Learning Technology (ILT) in the development of learning materials and use multimedia learning resources in the delivery of the learning experience
4	Support the expansion and development of the provision
5	Assist in the development of effective support systems for students
6	Deliver specific programmes in line with the college prospectus
7	Participate in curriculum development and planning
8	Maintain appropriate records for both academic and administrative purposes
9	Carry out administrative duties in accordance with procedures specified in the relevant Quality Assurance Manual
10	Carry out general academic duties in accordance with the general policy framework of the college
11	Take responsibility for courses and course tutorship
12	Assume joint responsibility within course teams for the quality of course delivery
13	Undertake appropriate in-service training when required to do so

14	Ensure effective communication takes place with management, staff, students, customers and clients
15	Ensure a high level of confidentiality at all times
16	Support fully at all times the colleges aim and objectives
17	Have an agreed teaching load to teach groups of students in one or more of the core programme areas
18	Identify and develop materials suitable for support purposes
STANDARD CLAUSES – All Job Descriptions	
All employees of Sandwell College are required to:	
1	Comply with all College policies, procedures, and codes of practice.
2	Comply with the College's Health and Safety Policy and all associated procedures and guidelines. Employees are responsible for their own health, safety, and welfare, and must take reasonable care to avoid acts or omissions which may adversely affect the health and safety of others.
3	Promote and safeguard the welfare of children, young people, and vulnerable adults within the College environment.
4	Comply with data protection legislation, ensuring the secure and responsible handling of personal and sensitive information in accordance with the General Data Protection Regulation (GDPR) and the Data Protection Act.
5	Actively support and promote equality, diversity, and inclusion in line with the College's values and strategic objectives.
6	Participate fully in staff development and training programmes as part of continuing professional development (CPD) to enhance personal skills and professional effectiveness.

Candidates will be assessed for shortlist and interviewed against the following criteria.

Shortlisting Criteria		Essential	Desirable
1.	**Qualifications**		
1.1	Hold relevant degree	✓	
1.2	Certificate in Education or Level 5 Teaching Qualification	✓	
2.	**Experience**		

2.1	Experience of excellent teaching and learning in the area of Travel and Tourism	✓	
2.2	Experience of working with all levels		✓
2.3	Knowledge of current developments in Travel and Tourism	✓	
2.4	Knowledge of issues related to different teaching methods	✓	
3.	**Skills/Abilities**	✓	
3.1	Be able to work as part of a team	✓	
3.2	Be able to present information to learners and colleagues using ILT	✓	
3.3	Good organisational and administrative skills	✓	
3.4	Ability to work under pressure	✓	
3.5	Ability to inspire & motivate students	✓	
3.6	Ability to teach using diverse methods and adapt to needs of particular student groups	✓	
Shortlisting Criteria		**Essential**	**Desirable**
4.1	Willingness to work within a team to implement college strategic policy	✓	
4.2	Genuine understanding of and commitment to Equal Opportunities in practice, and sensitivity to students, staff & client needs	✓	
4.3	Prepared to actively participate in new developments	✓	
4.4	Willingness to work flexibly	✓	
4.5	Willingness to assist with evening duties, including open evenings, interviews, and enrolment events	✓	
4.6	Ability to work between multiple sites at short notice	✓	
4.7	Willingness to work flexibly	✓	
4.8	High levels of personal integrity and ability to maintain a high level of confidentiality as required, applying discretion and judgement	✓	
4.9	Act as an ambassador for the College	✓	
4.10	Proven confidence in dealing politely and helpfully with a wide variety of people, both internally and externally	✓	
4.11	Resilient and calm in pressurised situations	✓	
4.12	The ability to build and maintain effective relationships	✓	