

Post Title:	Travel and Tourism Lecturer
Team:	Sport, Public Service and Travel and Tourism
Line Manager:	Curriculum Area Lead (Nuneaton)
Grade:	0.4 Unqualified 23-27- £11,489 - £12,929, Qualified- 28-36 £13,314 - £16,857 (15 hours)
Hours per week:	15 hours
Location	Wigston
Job reference:	REQ0000830

Job Purpose

The person appointed individual will be responsible for preparing, delivering, and assessing teaching sessions for groups of learners aged 16–19. You will be expected to provide high-quality teaching, learning, and assessment across designated courses.

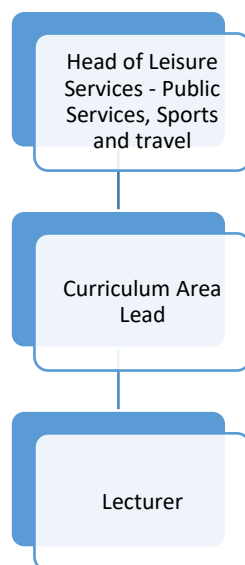
Ideally, you will be able to teach Travel and Tourism units including those from the Level 2 Aviation course and the Level 2 Cabin Crew programme where possible

Teaching responsibilities will span a range of programmes from Level 1 to 3, covering a variety of units. With the addition of potentially teaching Level 4 and 5 if needed.

You will be expected to hold a relevant qualification in Travel and Tourism or a closely related subject, at HND or degree level. Ideally, you will also hold a recognised teaching qualification.

Industrial experience in one or more of the following sectors is essential: travel, tourism, events management, aviation, airports, cabin crew, cruise liners, or other areas within the travel and tourism industry, either nationally or internationally.

Organisation Structure



Main Duties and Responsibilities

Duties will include, but not be limited to:-

- formal scheduled teaching
- tutorials / Progress Reviews and student assessment
- management of learning programmes and curriculum development
- student admissions and induction
- educational guidance
- preparation of learning materials and student assignments
- marking of students' work
- marking of examinations
- management and supervision of student visit programmes
- research and other forms of scholarly activity related to the effective delivery of the curriculum
- marketing activities
- consultancy
- leadership of part-time staff
- administration and organisational activities
- personal professional development
- development of workshop materials
- to liaise with vocational tutors

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Generic for level

- Actively involved in the collaborative approach to cross college working
- Continuation of personal development as agreed at appraisal.
- Engaging actively in the performance review process.
- Addressing and delivering the appraisal targets set by the line manager
- Taking a proactive approach to Safeguarding requirements and ensuring that there is total compliance with its requirements to safeguard and protect the welfare of staff and students
- Leading by example in playing an active and full part in the life of the college community, to support and promote its distinctive aim and ethos and to encourage staff and students to follow this example.
- Actively involved, promoting and developing the College's corporate policies.
- Taking responsibility for the Health and Safety and undertaking risk assessments as appropriate.
- Promoting and practising Equality of Opportunity and challenging to prevent prejudice

To undertake any other duties within the spirit of the job description and commensurate with the grading of the post.

Key Contacts

Internally:

Students aged 16 -18
Students 19+
Students aged 14-16
Curriculum Directors
Learning & Skills Managers
Quality Team
Progress Coaches
Learning support

Externally:

Parents/Carers
Employers
Awarding bodies
External Verifiers

NWSLC Way

This role requires you to be an ambassador for the College, following the “NWSLC Way” framework by promoting and adhering to the College values and behaviours. The ‘NWSLC Way’ is to help each other to take pride in what we do and work together to realise our full potential, to nurture an environment of trust, to inspire colleagues to improve and develop, aspire to always deliver a high quality service and to create an environment of continuous improvement.

The College Values underpin our work and are NWSLC – Nurturing, Work ready, Sustainable, Leading and Collaborative.

Safeguarding and Promoting the Welfare of Children

All work in the College involves some degree of responsibility for safeguarding children, although the extent of that responsibility will vary according to the nature of the post. The College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The post holder must be aware of the College’s policies which safeguard and promote the welfare of children, and adhere to their guidelines. An Enhanced DBS check will be required for all roles at the college.

Person Specification

Requirements	Essential (E) or Desirable (D) Requirements	Measured By: a) Application form b) Selection Process
Level 5 teaching qualification, i.e. Cert. Ed. or equivalent or be prepared to gain this within 2 years of appointment	E	A B
A relevant degree and/or professional qualification.	E	A B
Literacy and Numeracy qualifications to at least Level 2 / equivalent or be prepared to develop a plan to achieve within the first year of appointment	E	A B
Experience of teaching across a broad range of learner abilities and backgrounds	E	A B
Competent in the use of a range of IT applications, in particular all Microsoft Office.	E	B
The willingness and ability to work unsupervised, as a member of a Course Team and take an active role in the work of the Directorate and the College	E	B
A willingness to undertake personal and professional development appropriate to the needs of the Directorate and the College	E	B
Learner focused	E	B
An understanding of 'safeguarding' and its importance within the College.	E	B
An understanding of Equal Opportunities and its importance at the College.	E	B

Where the post holder cannot demonstrate desirable criteria at the point of appointment, it is expected that there will be a willingness to agree a timeframe and work towards achievement of each desirable criteria.