

Edge Hotel School - Senior Lecturer / Lecturer Job Description

Job Description : Senior Lecturer / Lecturer Job Description

Reports to : Vice Principal (Academic)

Other significant relationships : Vice Principal (Operations); Vice Principal (Quality); External industry representatives and organisations.

Primary Objectives

- Work as part of a team to facilitate student learning, assess and support students and create content and develop the pedagogy to deliver programme aims and objectives.
- Work closely with teaching colleagues to continuously develop programme quality.

Duties and Essential Job Functions

- To prepare learning / teaching materials.
- To conduct learning / teaching / assessment activities appropriate to the needs of individual students, courses and the curriculum.
- To counsel and guide students in respect of their academic progress and personal development and contributing to student reports and references as required.
- To contribute to the management of subject and programme team, committees and boards, as appropriate.
- To maintain and enhance the quality of the programme and subject delivery and to proactively contribute to the review and development of curricula and specialist facilities within the Edge Hotel School.
- To actively promote the Hotel School programmes, attend open evenings, applicant's evenings, careers events, school/college visits and similar marketing and publicity activities.
- To work closely with the industry professionals that run the hotel and develop the students professional skills so as to ensure that academic work supports the practical work and vice versa.
- To initiate, coordinate or lead off site academic activities in support of the student experience.
- To be a positive brand ambassador for the Hotel School and the hotel and to maintain and extend links with external organisations and industry as appropriate.
- To undertake such other duties as may be required by or on behalf of the Edge Hotel School provided that they are consistent with the nature of the post.

PERSON SPECIFICATION - SENIOR LECTURER

Qualifications /Training

	Essential	Desirable
Masters Degree (or equivalent or higher qualification)	X	
Post Graduate Certificate of Education (or HEA membership)		X

Experience/Knowledge

	Essential	Desirable
Experience of delivering high quality, engaging, student centred higher education modules. (including assessment and feedback)	X	
A specialist interest and depth of knowledge of a relevant field of the Hospitality industry.	X	
Experience of working with professional or industrial bodies or other external agencies		X
Knowledge and understanding of the quality assurance of Higher Education undergraduate units	X	
Numerate ability and capacity to evaluate numerical or statistical data		X

Skills/Abilities

	Essential	Desirable
The ability to evaluate higher education programmes and propose and implement continuous improvement.	X	
Ability to communicate information, both written and oral, so as to inform or influence a diverse range of stakeholder groups.	X	
An ability to facilitate excellent undergraduate student learning in a variety of ways (face to face; online etc)	X	
A working knowledge of Microsoft Office (including word, excel and PowerPoint) and familiarity with conventional teaching support mechanisms (VLE's; plagiarism detection software etc)	X	
Ability to work independently, with a minimum of supervision	X	
Excellent liaison and team working skills, with the ability to establish good working relations with staff within organisations, potentially across different institutional cultures	X	
Sound numerate ability		X

Other

	Essential	Desirable
A demonstrable passion for developing undergraduate students in the Hospitality industry (or similar industry)	X	

A flexible, positive and creative approach to work and team management	X	
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PERSON SPECIFICATION - LECTURER

Qualifications /Training

	Essential	Desirable
Masters Degree (or equivalent higher qualification or about to complete)	X	
Post Graduate Certificate of Education (or HEA membership)		X

Experience/Knowledge

	Essential	Desirable
Some experience of delivering high quality, engaging, student centred higher education modules. (including assessment and feedback)	X	
A specialist interest and depth of knowledge of a relevant field of the Hospitality industry.	X	
Experience of working with professional or industrial bodies or other external agencies		X
Knowledge and understanding of the quality assurance of Higher Education undergraduate units		X
Numerate ability and capacity to evaluate numerical or statistical data		X

Skills/Abilities

	Essential	Desirable
Ability to use a variety of creative learning and teaching methods/materials (e.g. web-based and blended learning); challenge ideas, foster debate and encourage students to develop skills in critical discourse and rational thinking	X	
Ability to develop appropriate and challenging assessments that measure student performance and make sound judgements about progress, providing feedback that is honest, detailed and constructive.	X	
Ability to contribute to the administration and running of higher education programmes and propose and implement continuous improvement.		X
A working knowledge of Microsoft Office (including word, excel and PowerPoint) and familiarity with conventional teaching support mechanisms (VLE's; plagiarism detection software etc)	X	
Ability to work independently, with limited supervision	X	

Other

	Essential	Desirable
A demonstrable passion for developing undergraduate students for the Hospitality (or similar industry)	X	
A flexible, positive and creative approach to work and team management	X	