



1. Job Specifics

Job Title:	Lecturer, Senior Lecturer - Degree Apprenticeships
Reports to:	Programme Leader
Location:	London, Bristol, Birmingham, Leeds, Manchester, Newcastle
Division:	QAA
Department:	QA Higher Education/Degree Apprenticeships

2. About the role

Role Purpose	Lecturer	Senior Lecturer
	<p>To deliver high quality learning for degree apprentices (including module leadership) undertaking learning in the required computing related area, leading to a Degree Apprenticeship.</p> <p>The role will involve a blend of teaching, practical exercises, supporting self-study activities and assessment. The programme involves a wide range of technical skills across computing and digital landscape.</p> <p>It is not expected that the Lecturer can contribute to every module in the programme, but will be expected to have a good breadth of skills and knowledge. The role will require close working with Senior Lecturers, the Associate Dean (Computing), and Programme Leaders, as well as the wider QA's training and apprenticeship teams, in order to ensure smooth handovers between sessions, consistent approaches to assessment and a shared understanding of apprentice progress.</p>	<p>To take overall responsibility for the progress and academic achievement of degree apprentices undertaking learning on modules covering the specified topic areas.</p> <p>The role will involve a blend of academic planning, development of learning resources, teaching, practical exercises, supporting self-study activities and assessment. The programme involves a wide range of technical skills across computing and digital landscape.</p> <p>It is not expected that the Senior Lecturer can deliver every module in the programme, but will be expected to have a good breadth of skills and knowledge. The role will require close working with the Associate Dean (Computing), Director for Degree Apprenticeships and Programme Leaders, as well as the wider QA's training and apprenticeship teams, in order to ensure smooth handovers between modules, including consistent approaches to assessment and a shared</p>

		understanding of apprentice progress.
Duties & Key Responsibilities	<p>To deliver high quality learning. This will include online support throughout the programme and delivery of a series of 2 day face-to-face workshops.</p> <p>To act as module leader, taking responsibility for co-ordinating across the module team and ensuring a high standard of delivery and learning effectiveness across the module</p> <p>Providing online learning support for a number of modules, including feedback on technical exercises, managing discussion forums and formative feedback on quizzes and exercises.</p> <p>To mark assignments and exams, and to provide detailed constructive feedback to enable apprentices to improve in future modules.</p> <p>To make active contribution to ensure this programme continues to improve, and that all apprentices receive a high quality learning experience.</p> <p>Work with internal and external University partner to ensure the agreed quality standards are met.</p> <p>Work effectively with the Skills Coaches to ensure the apprentices successfully complete their full Degree Apprenticeship.</p> <p>Ensure that programme is delivered in accordance with the organisation's Equal Opportunities and Health and Safety Policies.</p>	<p>To design and take ownership for multiple modules on the Degree Apprenticeship programmes, and to contribute to the delivery of high quality learning. This will include online support throughout the programme and delivery of a series of 2 day face-to-face workshops</p> <p>Development of course materials for a number of modules, including video for online learning, exercises, slides and assessments</p> <p>To contribute to the wider team activities on assessment and teaching as required.</p> <p>To make an active contribution to ensure this programme continues to improve, and that all apprentices receive a high quality learning experience.</p> <p>Act as moderator and peer reviewer for other modules on a termly basis.</p> <p>Work with internal and external University partner to ensure the agreed quality standards are met.</p> <p>Work effectively with the Teaching Fellows/Lecturers and Skills Coaches to ensure the apprentices have a joined up learning experience</p> <p>Ensure that programme is delivered in accordance with the organisation's Equal Opportunities and Health and Safety Policies</p>
KPIs & SLAs	<p>Feedback from apprentices in evaluations judge the quality of learning to be "good or better", using the Net Promoter Score methodology to hit the benchmark score of 60 across the year.</p> <p>Teaching and learning practice are consistently judged to be 'good' or 'outstanding' as part of the regular</p>	

	<p>peer observations of teaching and learning</p> <p>Learners achieve good outcomes and demonstrate significant distance travelled throughout the programme.</p> <p>The programme is delivered to meet the requirements of their accredited Higher Education status</p> <p>At least 85% of all apprentices engaged on the Apprenticeship programme are retained for the planned duration of their training and achieve their Degree Apprenticeship</p>
Key Working Relationships	<p>Internal – Skills Coaches, Degree Apprenticeship teaching team, Quality Manager, Commercial trainers and Apprentices</p> <p>External – Customers, Partner Universities</p>

3. About You

Qualifications	Lecturer	Senior Lecturer
	<ul style="list-style-type: none"> • Essential: <ul style="list-style-type: none"> ○ A first degree or equivalent level qualification or experience gained through extensive industrial or professional practice in a computing or related discipline. ○ A teaching qualification or a desire to obtain one, preferably Fellowship of 	<ul style="list-style-type: none"> • Essential: <ul style="list-style-type: none"> ○ A first degree or equivalent level qualification or experience gained through extensive industrial or professional practice in a computing or related discipline. ○ A teaching qualification or a desire to obtain one, preferably Fellowship of the

	<p>the Higher Education Academy</p> <ul style="list-style-type: none"> • Desirable: <ul style="list-style-type: none"> ◦ A postgraduate degree or working towards one. 	<p>Higher Education Academy</p> <ul style="list-style-type: none"> • Desirable: <ul style="list-style-type: none"> ◦ A postgraduate degree or PhD or working towards one.
Skills & Abilities	<ul style="list-style-type: none"> • Required - Demonstrable technical skills in more than one topic within the required subject areas • Excellent communication skills • A logical thinker and a passion to achieve • Ability to deliver practical and engaging teaching and learning sessions • Ability to identify and help apprentices to overcome potential barriers to learning, progress and achievement. 	
Experience	<ul style="list-style-type: none"> • Experience teaching and curriculum management in more than one topic within the required subject areas • Recognised qualifications covering skill sets relevant to the required subject area, preferably along with Higher Education qualifications • Previous experience of working with 16 to 21 year olds in Apprenticeships or with Undergraduate/Postgraduate students in an HE environment 	
Knowledge	<ul style="list-style-type: none"> • Excellent, detailed knowledge of more than one topic within the required subject areas • Knowledge of Apprenticeships and work-based learning, or knowledge of Higher Education • Understanding of equality and diversity issues 	
Personal Attributes & Other Requirements	<ul style="list-style-type: none"> • Passionate about delivering high quality learning experiences and inspiring the next generation of technical professionals • Embraces opportunities to innovate approaches to learning and teaching to meet the needs of degree apprentices • A DBS check will be required before starting in the role 	

4. About QA

About Us	<p>QA is one of the largest learning services organisations in the UK, developing skills and capabilities for everyone from apprentices to business leaders. Headquartered in London, but with a nationwide network of state-of-the-art training centres, QA Group is comprised of four fast-growing divisions- QA Learning, QA Apprenticeships, QA Consulting and QA Higher Education- all of which deliver innovative and cutting edge skills solutions to UK organisations.</p>
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	<p>At QA, we are proud to help people and businesses transform their performance through learning; we offer a complete range of business and IT training. With training centres throughout the UK, QA delivers an exceptionally broad training curriculum to meet the needs of individuals and corporate businesses. Our award-winning teams of learning professionals are amongst the best in the world, each with extensive experience and a proven track record of delivering the skills that transform performance and ensure lasting benefits.</p>
<p>The Division You'll Be Working In</p>	<p>Our Degree Apprenticeship programmes are a collaboration between QA Apprenticeship and QA Higher Education divisions. You will be employed in QA Apprenticeships, but should expect to work closely with QAHE colleagues with delivery on more than one programme.</p> <p>QA Apprenticeships: Formed in 2009, QA Apprenticeships is the first IT apprenticeships business rated Ofsted Outstanding. We are an award-winning provider, offering IT, developer, digital marketing, project management and business apprenticeships throughout England and Scotland. Our apprentices work with industry leaders including Atos, British Gas, BskyB and Cisco. We have won the coveted Apprenticeship Programme of the Year award for three consecutive years at The Learning Awards 2012, 2013 & 2014, and we are the leading apprenticeship partner for Microsoft, Oracle, HPE, Cisco and Association of Project Management.</p> <p>QA Higher Education: QA Higher Education provides quality learning programmes to a culturally and internationally diverse range of candidates. All of our programmes provide an education of the highest quality that is focused on ensuring students have a fulfilling, challenging and intellectually stimulating experience to best prepare them for the business world.</p> <p>QA Higher Education offers a range of courses through our partnership with various universities across the country. We offer globally recognised, fully accredited British degrees at Bachelor's and Master's levels, as well as a range of other courses and qualifications and over 90% of graduates are in employment or pursuing further studies within six months of graduating. This is one of the highest employment / further study rates in the UK.</p>
<p>QA Values</p>	<ul style="list-style-type: none"> • Integrity - We will: Be open and honest. Have trust and respect for each other. Act in the best interests of the whole business. Share knowledge and experience. • Commitment – We will: Deliver our obligations to clients and colleagues. Take individual responsibility and be proactive in delivering what we promise. Champion equality, diversity and inclusion. Support

	<p>our communities and protect the environment.</p> <ul style="list-style-type: none"> • Service – We will: Understand our clients and exceed their expectations. Provide exceptional value. Deliver the highest quality service. Strive to continually improve and enhance our services.
<p>Benefits Offered With This Role</p> <p>[the following list to be amended to reflect the specific benefits offered for this role]</p>	<p>Learning is not just a service we provide, it's a way of life at QA, and we try to ensure that everyone has the opportunity to take advantage of our huge and varied range of learning and development options, so everyone is eligible for 3 Training Days every year, to focus on subjects they're interested in.</p> <p>We also know that many people like to "give back" and so we offer 2 paid Charity Days each year to support your chosen charity in whatever way you choose. And if you get involved in charity fundraising, QA will also double any sponsorship money raised, up to £250. This is over and above the charitable activities that we encourage through our annual QA fundraising drives – you can get involved with this as much or as little as you like. We see it as a great way to foster team building too.</p> <p>We all need to take time out to recharge our batteries from time to time and enjoy some down time, so we provide a fairly generous 25 days' holiday per annum (rising to 28 days after 5 years) – with the option to buy more if you wish.</p> <p>It's important, too, to plan for the future and ensure we are able to maintain the lifestyle we have worked so hard to achieve, once we retire from the hurly burly and slow down to enjoy our later years, so we offer a defined contribution pension plan and will match your contributions up to a maximum of 5% of your basic salary.</p> <p>Then there are two of our core benefit offerings, not the most exciting, but we consider it important to ensure everyone has the peace of mind provided by Life Assurance (4x your basic salary) and Permanent Health Insurance (after a qualifying period) in the event that ill health, or worse, disrupts our plans.</p> <p>And finally, a few fringe benefits to assist with travel and lifestyle choices:</p> <ul style="list-style-type: none"> • Season ticket loan • Cycle to work scheme