



**JOB**

**DESCRIPTION**

1. JOB SPECIFICS	
Job Title:	Lecturer – DAG4
Reports to:	Associate Dean
Location:	Birmingham, Bristol, Manchester, Leeds, London, Newcastle
Department:	QAHE – Degree Apprenticeships

2. ABOUT THE ROLE	
What you'll be doing?	Delivering teaching to Degree Apprenticeship learners. Tasked with planning content to ensure it matches with module expectations and the programme of study, and assessing students to appropriate benchmarks within set timeframes.
Key Responsibilities	<p>Plan, prepare, teach/deliver modules (both face to face and online) and support student's learning on a range of programmes and related subject areas</p> <p>Improve and develop innovative curricular, learning and teaching approaches in subject areas.</p> <p>Provide guidance, support and tutorship for student groups and individuals as appropriate.</p> <p>Develop new course content and update existing course content</p> <p>Develop in conjunction with the programme manager appropriate assessment criteria and methodology to ensure student's learning and progression</p> <p>Build and grow relationships with partnership organisations.</p> <p>Carry out administration duties as required</p> <p>Maintain personal and professional development in line with agreed appraisal and development programme to enhance personal knowledge and contribution to relevant activities.</p> <p>Communication with other team members and cross-functional teams with necessary.</p>
KPIs & SLAs	<p>Excellent Student feedback on the planning, preparation, delivery of modules as well as the level of support for the student's learning.</p> <p>Agreed pass rates and performance levels of students in cohorts taught across modules.</p> <p>Sufficient contributions to the development of new course content and updates of existing course content.</p>

	<p>Creation of appropriate assessment criteria and methodology to ensure student’s learning and progression.</p> <p>Meeting required partnership and internal quality assurance processes in relation to programmes.</p> <p>Reach the required level of relationships with partnership organisations.</p> <p>Administrative tasks carried out with a high amount of quality.</p>
<p>Key Working Relationships</p>	<p><b>Internal</b></p> <p>Collaborate with all QAHE staff</p> <p>Build rapport and respect within your team</p> <p>Build and maintain good working relationships with all internal colleagues</p> <p><b>External</b></p> <p>Build strong relations with students</p> <p>Build strong external communication lines with partners and other external stakeholders</p> <p>Manage and expand key relationships with external representatives.</p>

<h3>3. ABOUT YOU</h3>	
<p>Skills &amp; Abilities</p>	<p>Able to deliver interactive teaching to students while communicating knowledge and expertise professionally</p> <p>Competent in assessing student work to the appropriate benchmark levels within set timescales.</p> <p>Able to map and plan suitable content, determine the order of content and ensure this matches the expectations of the module and programme of study</p> <p>Computer literate –able to access a VLE, upload suitable materials, navigate confidently and communicate with students via a VLE</p> <p>Confident communicator and can carry out tasks effectively with academic team members and cross-functional teams within set timeframes and protocols</p>

<p>Your Knowledge</p>	<p>Significant experience of face-to-face/online teaching of higher education students in classes of varying sizes within a subject area taught within the faculty.</p> <p>Substantial experience of assessing students using a variety of methods and working in teams to deliver classes, modules and programmes</p> <p>Subject and topic areas within the faculty at level sufficient to deliver at level required</p> <p>How to plan classes, organise teaching and what students will benefit from</p> <p>Knowledge of the required key communication level of a module leader</p> <p>Assessment techniques</p> <p>Quality assurance expectations internally and externally</p>
<p>Your Qualifications</p>	<p>Master's Degree or equivalent industrial experience is essential, preferably in a subject area to be taught.</p> <p>Relevant teaching qualification or HEA fellowship is preferred.</p>
<p>What you'll bring to QA</p>	<p>Positive attitude towards supporting the student journey and their needs</p> <p>Confidence and high levels of self-motivation</p> <p>A willingness to work in a team</p> <p>A willingness to be self-critical, reflect and self develop</p> <p>Willingness to undertake a DBS check prior to formal start date being confirmed</p>

#### 4. ABOUT QA

<p>About us</p>	<p>We shape the next generation of technologists, leaders and innovators.</p> <p>By powering potential - the potential of over a quarter of a million learners a year. We empower them to push boundaries and thrive in the workplace.</p> <p><b>Why we do learning</b></p> <p>For over 30 years, we've worked in technology - where the impact of great learning is changing the world.</p> <p>A bold statement, but hear us out. We are right at the centre of a technological revolution. Devices are not just connecting people, cities and countries - they are connecting to each other, collecting data and using it to learn and make themselves better. Soon we will have cars that can drive themselves, fridges that make sure we never run out of milk and computers that can learn from their own mistakes.</p> <p>Driving this revolution? People.</p> <p>And this is where we come in.</p> <p>People advancing their knowledge in technology - to enrich</p>
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	<p>society - build a new culture - better how we live our lives, and how we work together.</p> <p>People are learning to use technology to drive phenomenal change. This is our passion - powering their potential.</p>
<p>We promise to be</p>	<p><b>Bold</b></p> <ul style="list-style-type: none"> <li>○ Ambition is great. We set ambitious targets - holding ourselves and others to ever-higher standards.</li> <li>○ We contribute (insightfully) to the debate inside and outside QA.</li> <li>○ We move. Quickly. We respond to your needs - fast.</li> </ul> <p><b>Collaborative</b></p> <ul style="list-style-type: none"> <li>○ We spend time getting to know you - our learners and our customers - to earn your trust.</li> <li>○ We connect a solution to your problem - we have tonnes of different services to help you.</li> <li>○ We're the positive person who actively gets stuck in to solving problems.</li> </ul> <p><b>Progressive</b></p> <ul style="list-style-type: none"> <li>○ We embrace change - and support it.</li> <li>○ We challenge ourselves to use the latest technologies and methods - no matter how out there.</li> <li>○ We're curious - about what you do, about what the person next to you does, about our customers and our learners.</li> </ul>

<p>What's on offer?</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 <b>Training Days</b> 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 <b>Charity Days</b> 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 4% 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"> <li>○ Season ticket loan</li> <li>○ Corporate gym membership</li> <li>○ Cycle to work scheme</li> </ul>
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