



# JOB DESCRIPTION

1. Job specifics	
Job Title:	Pathway College Lecturer
Reports to:	Head of Pathway College
Location:	Newcastle (Northumbria University)
Department:	Pathway College

2. About the role	
What you'll be doing?	The key function of the role is to plan, prepare and teach/deliver modules and support students' learning on a range of programmes at all levels within own and related subject areas and acting as a module leader if required.
Key Responsibilities	<p>Pathway College Lecturer responsibilities:</p> <ul style="list-style-type: none"> <li>• Plan, prepare and deliver learning across the Pathway College provision</li> <li>• Follow the Pathway College learning and teaching approach and procedures towards any aspect of the role</li> <li>• Provide academic and pastoral support to students, responding promptly to all queries and being available during work hours</li> <li>• Complete an administration required including registers, student feedback, progress monitoring, sponsor reports, etc.</li> <li>• Act professionally as a representative of QA towards students, colleagues and stakeholders</li> <li>• Attend meetings, training and other events as requested</li> </ul> <p>Module lead additional responsibilities:</p> <ul style="list-style-type: none"> <li>• Manage all aspects of the module including assessment, module guides, standardisations and learning materials</li> <li>• Ensure the module complies with university requirements including module reviews, input of results and scheduling of learning/assessment activities</li> </ul>
KPIs & SLAs	<ul style="list-style-type: none"> <li>• Teaching of classes as per the workload allocation</li> <li>• Completion of administrative documents including attendance registers and progression documents</li> <li>• Attendance of meetings and training</li> <li>• Meeting all deadlines for marking and feedback</li> </ul>
Key Working Relationships	<ul style="list-style-type: none"> <li>• QA staff including (but not limited to): the Academic Lead, other QA teaching staff, the Operations Officer, Head of Pathway College, marketing and recruitment staff, revenue collection team</li> <li>• Northumbria University staff including (but not limited to): programme and module leads, faculty administration, timetabling, IT staff</li> </ul>

3. About You	
	<ul style="list-style-type: none"> <li>• The ability to use a wide range of learning and teaching</li> </ul>

<p>Skills &amp; Abilities</p>	<p>approaches to engage and help international students to succeed</p> <ul style="list-style-type: none"> <li>• Expertise in subject area relevant to teaching</li> <li>• Planning, organisation and delivery skills</li> <li>• The ability to work with a wide range of stakeholders from academic, administrative and technical</li> <li>• Communication with a team environment</li> <li>• Take responsibility for workload, best use of time and to develop materials / deliver learning to students</li> <li>• Good levels of computer skills, particularly using Microsoft Office packages</li> </ul>
<p>Your Experience</p>	<ul style="list-style-type: none"> <li>• Experience of teaching international students in further or higher education</li> <li>• Experience of materials development in subject area and adapting teaching to fit the needs of student provision</li> </ul>
<p>Your Knowledge</p>	<ul style="list-style-type: none"> <li>• TEFLQ status (DELTA, MA in TESOL plus a CELTA or equivalent qualifications to equate to TEFLQ) for staff teaching English for Academic Purposes</li> <li>• Post Graduate Qualification for subject staff or English staff teaching academic modules in research or study skills</li> <li>• Understanding of challenges international students face to access academic English and subject content</li> <li>• An understanding of the pathway provision</li> </ul>
<p>What you'll bring to QA</p>	<p>Hard-working, supportive approach towards colleagues, students and stakeholders, honesty and ability to meet deadlines.</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. 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> For over 30 years, we've worked in technology - where the impact of great learning is changing the world. 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. Driving this revolution? People. And this is where we come in. 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.          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</p>



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	<p>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>
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