



Job Description

Post:	Early Career Lecturer in Early Years	Grade:	H
Department:	Learning, Teaching and Research		
Responsible to:	Head of Learning, Teaching and Research		
Contact Hours:	Up to 12 hours per week as required by the demands of the curriculum		

Main purpose:

- Teach on all programmes delivered by Norland.
- Teach on specific modules as determined by the Head of Learning, Teaching and Research.
- Provide high quality customer service at all times when dealing with telephone and face to face enquiries from staff, students, and external parties.
- Be a Brand Ambassador of Norland at all times.

Main responsibilities:

- Plan, prepare and teach the syllabi as outlined by Norland, working with the Mentor to identify areas of strength and areas for development.
- Work with Mentor to devise a development plan to enhance skills and knowledge.
- Shadow others within the team and learn from their experiences.
- Mark and assess students' course work and assignments.
- Act as a personal tutor to a group of full-time students, meeting with them regularly both on a 1:1 or whole group basis.
- Engage with Norland's internal research community and the wider academic community through scholarly activity, ensuring research findings have a positive impact on teaching and learning at Norland.
- Participate in annual monitoring and enhancement of modules and units.
- Have the academic freedom (within the law) to question and test received wisdom, and to put forward new ideas and controversial or unpopular opinions, without risk of retaliation or censorship from other colleagues or Norland as a whole.
- Willingness to undertake fire warden and first aid training and be a key holder to assist in opening and closing the building as and when required.
- Work with internal departments to ensure full compliance with operational procedures.
- Take ownership of continued personal development (CPD) within your role and identify personal training needs.
- Make full use of all information and communication technologies in adherence to data protection policies to meet the requirements of the role and promote organisational effectiveness.
- Conduct all financial matters associated with the role in accordance with Norland's policies and procedures, as laid out in the Financial Regulations.
- Undertake any other duties, as required from time to time.

General:

In addition to the above, the post holder will undertake assigned duties and responsibilities effectively and efficiently, ensuring that all actions are discharged within the regulatory and legislative requirements to which Norland is subject. All staff are required to:

- Have full regard for Norland's equality and diversity, health and safety and safeguarding requirements.
- Achieve individual and team targets assigned through Norland's annual planning and staff appraisal processes including taking ownership of personal development (CPD) within your role and identify personal training needs.
- Operate within approved income and expenditure budgets.
- Participate in the college-wide recycling programme and to engage with new strategies aimed at sustainability.
- Be subject to Norland's approved strategies, policies and procedures and undertake all duties in line with these.
- Be aware that any breach of confidentiality in relation to sensitive information, Norland staff, student or child is considered a dismissible offence.

This job description may be subject to revision, depending on the future needs of the post and the organisation. Any changes will be discussed with the post holder prior to implementation.