



### Job Description

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| <b>Post:</b>           | Lecturer in Early Years  | <b>Grade:</b> | I |
| <b>Department:</b>     | Learning, Teaching and Research                                      |               |   |
| <b>Responsible to:</b> | Head of Learning, Teaching and Research                              |               |   |
| <b>Contact Hours:</b>  | Up to 24 hours per week as required by the demands of the curriculum |               |   |

Lecturers in Early Years combine teaching and research responsibilities, but the emphasis is on developing good practice in relation to teaching and assessment.

They may be module/unit leaders and may take responsibility for supporting and developing a theme important to Norland and its students, for example: assessment, student engagement, academic operational co-ordination, co-ordination of the nursery and groups that use it, research and scholarly activity, archives, extra-curricular activities, external relationships and quality.

They will contribute to schemes of work with the module/unit team, manage assessments for their modules/units, complete module/unit reviews, supervise dissertations, act as personal tutors and contribute to the wider work of both the academic team and Norland College.

They will be involved in a range of teaching activities, using a variety of approaches. Their research and/or scholarship, individually and/or collectively, will be directly improving their teaching and learning, where feasible.

### Main responsibilities and duties:

- Plan, prepare and teach the syllabi as outlined by Norland.
- Mark and assess students' course work and assignments.
- Engage with Norland's internal research community and the wider academic community through research and scholarly activity, ensuring research findings have a positive impact on teaching and learning at Norland.
- Participate in annual monitoring and enhancement of programmes.
- 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.
- Maintain records of tutorials and store in a confidential manner according to Norland procedures.
- Assist the Head of Learning, Teaching and Research in developing new initiatives.
- Participate and contribute where appropriate to consultancy activities such as CPD training and guest lecturing.
- Be a Brand Ambassador of Norland at all times.
- 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 the College as a whole.
- Work with internal departments to ensure operational procedures are fully complied with.

- Provide high quality customer service at all times when dealing with telephone and face to face enquiries from staff, students, and external parties.
- Take ownership of 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.
- To 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.