



Job description

Post:	Lecturer in Food and Nutrition	Grade:	H-I
Department:	Learning, Teaching and Research		
Responsible to:	Deputy Head of Learning & Teaching & Student Engagement Manager		
Contact hours:	Up to 24 hours per week as required by the demands of the curriculum		

Lecturers 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, 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:

- Work with the Head of Learning, Teaching and Research to ensure that the curriculum for Food and Nutrition is appropriate and fully prepares students for working within family homes as Norland Nannies.
- Plan, prepare, teach and assess the Food and Nutrition curriculum as outlined by Norland.
- Ensure currency in knowledge and understanding of Food and Nutrition curricular for students studying early childhood education and care including optimum practice and guidance for babies, young children and families.
- Ensure resources are purchased for Food and Nutrition classes, that they are used efficiently and that they represent good value for money
- Create schemes of work relevant to each unit drawing on the latest research and understanding about babies, young children and family's food and nutrition.
- Assess students' course work and assignments in line with the requirements of the Norland Diploma.
- Engage with Norland's internal research community and the wider academic and vocational community through research and scholarly activity, ensuring research findings have a positive impact on teaching and learning at Norland.
- Attend staff meetings as and when required.
- Assist the Head of Learning, Teaching and Research the Deputy Head of Learning and Teaching in developing new initiatives.
- 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.



- Participate and contribute where appropriate to Consultancy activities such as CPD training and guest lectures.
- To be part of the reception cover rota and assist with covering the reception desk as and when required.
- Always provide high quality customer service when dealing with email, telephone and face to face enquiries from staff, students, and external parties.
- Be a Brand Ambassador of Norland at all times.
- Be willing 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 operational procedures are fully complied with.
- 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.
- To undertake any other duties, as required from time to time.
- 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.

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 Norland-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.