

Post	Tutor/Lecturer	Faculty	Business and Management
Hours	Flexible/ Part Time	Report	Faculty Dean
Location	London	Deadline	On going
Remuneration	Competitive		

About NCIUL

NCIUL is a newly established higher education provider, a partner Institution with the Open University with a campus based in Crossharbour. We also offer distance-learning provision through our modern platform and keep our class sizes small, providing flexibility and tailor-made attention to our students' needs. We offer degrees in Business & Management, Politics & International Relations and Psychology.

Purpose of the Job

- You will be responsible for supporting students in their academic and personal potential, challenging students on their progress, attendance and work rate.
- To teach on NCIUL courses as agreed with your Faculty Dean.
To contribute to curriculum development in your subject.
- To be responsible for Quality Assurance of your teaching and/or other duties.

Main Duties and Responsibilities

- To provide detailed syllabus/course outline information and an initial scheme of work for each course before commencement and update/maintain them as part of the course documentation files
- To plan, prepare, deliver and evaluate a course(s) of learning for learners as set out in the contract of employment to the agreed number of hours and weeks.
- To prepare appropriate plans and learning materials for each session, to make them available for monitoring or lesson observation visits and to maintain them as part of the course documentation files.
- To give subject specialist information, advice and support to learners as part of teaching duties, including providing learners with advice on progression,
- To monitor, mark and assess learners' work and progress and maintain such records as appropriate and to prepare learners for exams and other methods of assessments. To aim to return work within 10 days as appropriate.
- To mark the register accurately at the start of each session and use the register in the event of a fire or other emergency.
- To monitor and evaluate courses and to provide feedback to the Faculty Deans as requested, thus taking responsibility for the quality of your teaching.
- To attend and contribute to at least two Academic Board Meeting per academic year and a minimum of one staff training day per academic year.
- To assist with enrolment and recruitment procedures as appropriate.
- To ensure continuing professional/curriculum development and to participate in training where appropriate, keeping up to date with your own subject(s) as well as national and local developments in adult learning.

Job Specifications

Qualifications and Education

- A good honours degree and/or equivalent professional qualification from a recognised institution
- A Master Degree in a relevant field from a from a recognised institution
- Fellow Status as part of the Higher Education Academy's Professional Recognition scheme.
- Membership of a professional body

Knowledge

- A good level of knowledge relevant to the subject and professional area.
- Evidence of undertaking continuous professional development (CPD).
- A sound understanding of pedagogy

Skills and Abilities

- Ability to develop teaching and/or research programmes and the provision of learning support.
- Ability to design teaching and learning material.
- Ability to employ appropriate assessment methods.
- Ability to undertake administrative duties in an accurate and timely fashion.
- Ability to plan workloads and projects and manage resources effectively.
- Ability to identify areas for improvement and to use initiative and problem solving skills to improve performance.
- Ability to take responsibility for a number of key areas such as module tutor, research supervision at undergraduate level.

Experience

- Experience of teaching / research or equivalent.
- Experience in assessment, marking, personal tutoring and mentoring

To apply please send your CV and Cover Letter in Word or PDF to: recruitment@nciul.ac.uk. Regrettably, due to the vast number of applications that we receive, we are only able to contact shortlisted candidates.

NCIUL is committed to safeguarding; applicants offered employment would be subject to employment checks such as references, DBS, proof of identity and qualifications.

NCIUL is an equal opportunities employer and welcome applications from all suitably qualified applicants regardless of their race, gender, disability, nationality, age or religion/belief.