

ISLAMIC STUDIES & ARABIC LECTURER JOB DESCRIPTION

Job Details

Post:	Lecturer in Arabic & Islamic Studies
Salary:	£18,000 - £20,000 Gross Depending on Experience
Hours:	Full-time over 6 days.
Start:	1 st June 2019.
Responsible to:	Principal
Key Purpose:	To deliver teaching and learning and to administrate assessment processes within the College. To work flexibly across a range of courses as required. To act as course/subject leader as deemed necessary. To assist in the coordination of recruitment, assessment, enrolment and induction of students. To contribute towards the planning and effective running of the curriculum and department.

Specific Responsibilities

- 1. To deliver high standards of teaching and learning and to monitor assessment procedures and processes in accordance with examination requirements. To be responsible for creating and maintaining a safe working environment.**
 - The delivery of a range of ISLAMIC STUDIES programmes including Arabic.
 - To produce schemes of work, lesson plans, assessment plans, varied learning materials and any other related activities that positively impact on the effectiveness of learning.
 - To co-ordinate and maintain records of formative and summative assessments of students' learning carried out by the course team.
 - To communicate external examination entry and timetable arrangements to the course team and learners.
 - To raise teaching standards in the department.
 - To work pro-actively to forward the success and vision of the department.
- 2. To be responsible for creating and maintaining a safe working environment**
 - To observe and keep aware of health and safety documentation and procedures in line with College policy.

- ⦿ To undertake classroom, work shop and/or educational trip risk assessments if required.

3. To act as a course and/or subject team leader by undertaking the following responsibilities:

- ⦿ To liaise and agree a programme of learning with the Head of Department.
- ⦿ To organise an induction programme for learners.
- ⦿ To ensure all exam entries are made in a timely fashion.
- ⦿ To contribute to the timing and scheduling of lessons and programmes of study.
- ⦿ To identify resource requirements i.e. staffing, specialist rooms, equipment, software, etc.
- ⦿ To maintain and update a course file for each programme to be managed.
- ⦿ To take responsibility for IV, EV and final standards assessment, in line with exam board criteria.
- ⦿ To arrange, organise and lead external trips ensuring that the collegiate policy is followed.
- ⦿ To lead course planning and development of existing and bespoke courses in response to market demands, ensuring that the provision meets the needs of all learners and stakeholders including administration (e.g. the timely completion and return of registers), employers, British Council, HE Institutions and to ensure that a comprehensive programme of teaching and learning is available to all learners.
- ⦿ To advise managers, and where appropriate lead, on relevant curriculum developments.

4. To support the co-ordination, planning and delivery of pastoral and tutorial provision for students including acting as a personal tutor for students to:

- ⦿ Design and deliver a tutorial curriculum in line with College requirements which promotes learner autonomy, personal and academic development for learners.
- ⦿ Assist in the identification of learners' individual needs and in the co-ordination of relevant support to meet their needs.
- ⦿ Provide pastoral support to learners, liaising with central support staff where necessary.
- ⦿ Monitor and manage attendance in line with the departmental policy.
- ⦿ Monitor and manage learning progress using Individual Learning Plans.
- ⦿ Assist students to set challenging targets to aid learning and personal development.
- ⦿ Where appropriate, ensure every learner receives careers education and guidance including an exit interview.
- ⦿ Ensure that learners have an opportunity to give feedback on their learning experience.
- ⦿ Evaluate the effectiveness of the course through the application of the course review and evaluation process.

- ⦿ Respond to concern notes from staff.
- ⦿ Liaise with parents, carers and/or other relevant third parties and the International Office where appropriate and ensure the timely completion of learner's progress reports and references that are forwarded to the same.
- ⦿ Act as a point of contact for communications to and from students.

5. To ensure that the subject/course team members have access to:

- ⦿ External documents – Examination Awarding Body policies, processes and procedures
- ⦿ Internal documents – Minhaj College's curriculum policy, strategies, processes and procedures.

6. To co-ordinate the arrangements for the initial assessment of:

- ⦿ The attainment levels of learners in the variety of language skills.
- ⦿ Share the results with course team members.
- ⦿ To lead and manage the recruitment, admission, enrolment and induction of learners onto the correct programme

7. To Plan and attend appropriate meetings with:

- ⦿ External verifiers/moderators
- ⦿ To lead the course team, participate in other designated teams and department meetings, to implement effective quality improvement plans, and to undertake marketing activity for the department where appropriate.
- ⦿ To attend Open Evenings and Taster Days held periodically through the year
- ⦿ To arrange regular course team meetings, minimum of 6 per year and to minute the outcomes of those meetings and to attend training / updating as appropriate

8. Safeguarding Responsibilities

- ⦿ Demonstrate a commitment to promoting and safeguarding the welfare of children, young persons and vulnerable adults in line with College Policy.
- ⦿ Ensure that course team members comply with the Risk Assessment procedures for trips, visits and work experience

9. Other Responsibilities

- ⦿ Assist with the implementation of plans and systems as specified within the Quality/Continuous Improvement Strategy.
- ⦿ To participate in training activities both in College and at external locations in respect of the curriculum and undertake a minimum of 30 hours (pro rata) of personal/professional developments each year of continuous employment.

- ⦿ To undertake other duties, consistent with the role as may be deemed appropriate by your line manager.

Professional Conduct

Lecturers are expected to:

- ⦿ Start classes on time.
- ⦿ Give good notice of any absence in line with the College's Absence Management Policy.
- ⦿ Keep up to date with developments in their subject area.
- ⦿ Keep accurate and up to date registers.
- ⦿ Adhere to general standards of conduct embodied in College policies and procedures (e.g. health and safety, equality and diversity etc.).
- ⦿ Be involved in the College's quality assurance arrangements (Induction, Lesson Observation, Appraisal and gathering/analysing feedback from your learners with a view to implementing continual improvement to your course on an on-going/annual basis).
- ⦿ Be involved in any Inspection of the College by any Inspecting Body.
- ⦿ Work on a range of performance indicators relevant to the service provided in order to ensure continuous quality improvement.
- ⦿ Participate in the College's Annual Performance Appraisal system.
- ⦿ To participate in annual training on key issues such as Safeguarding and Equality and Diversity.
- ⦿ To make the most efficient and effective use of human, financial and material resources.
- ⦿ To participate in the development of a responsive customer centred approach to service delivery.
- ⦿ To work flexibly and efficiently, to maintain the highest professional standards and to promote and implement the policies of the College.
- ⦿ Maintain a high standard of personal presentation and adhere to College standards of dress.
- ⦿ Ensure compliance with all College policies, procedures and regulations and assist in the implementation of decisions of the management.

General

- 1 Within the limitations set out in your contract, working hours are flexible and can be subject to variation depending upon curriculum needs. They may, for example, include weekends and evenings. It is expected that holiday entitlement should be taken at times convenient to the curriculum offer.
- 2 This job description is current at the date shown below. In consultation with you, if requested, it is liable to variation to reflect or anticipate changes in, or to, the College environment.
- 3 This document outlines the duties required, for the time being, of the post. It is not a comprehensive or exhaustive list and the Head of Department may vary duties from time to time which do not change the general character of the job or the level of responsibility entailed.

Date: March 2019

On appointment:

- ⦿ Unqualified new full time lecturers will be required to gain a Certificate in Education or equivalent within 2 years of appointment.
- ⦿ Failure to do so will be regarded as a breach of contract.