

## **JOB DESCRIPTION**

**Job Title:** **LECTURER**

**Line Managed by:** **Curriculum and Quality Manager**

**Staff Responsibilities:** As detailed in the organisational chart

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**Principal Tasks:** To be responsible to the Curriculum and Quality Manager for teaching, assessing, curriculum development and administration of subjects within the area of competence or specialism. To fulfil a teaching commitment with associated guidance and administrative duties.

Make a positive and proactive contribution to the College's strategic aims.

### **Main Duties:**

#### **1. Academic**

Ensure adequate preparation for delivery of lessons, tutorials and demonstrations as indicated by given timetables.

Apply as appropriate student centred learning approaches in the delivery of lessons, tutorials and demonstrations.

Ensure effective assessment and re-assessment of student performance as deemed necessary.

Undertake preparation of appropriate materials for all teaching and assessment.

Assist with the implementation of student discipline.

#### **2. Curriculum Development**

Contribute to the design and production of teaching, learning and assessment materials.

Participate as required to maintain curricular quality in line with the Quality Manual.

### **3. Guidance**

Monitor and report student attendance, progress/conduct.

Interview potential students as required and implement student guidance in line with College Guidance Procedures.

### **4. Personal Development**

Update professional skills and knowledge including undertake appropriate CPD to gain a relevant teaching qualification, if relevant.

If relevant, achieve TQFE or other lecturing qualification equivalent to a minimum SCQF level 9 within two years of employment as a college lecturer, subject to local operational requirements.

Attend and participate in Faculty, College and external meeting and events.

Participate in staff development as appropriate.

### **5. Other Duties**

Participate in Faculty and administration in relation to student records and enrolments.

Be familiar with and ensure the implementation of all College Policies.

Work with colleagues and line manager to ensure compliance with College Health and Safety Policy.

## WHO WE ARE

### ***Vision***

South Lanarkshire College is a further and higher education institution with a mission to create social and economic value for individuals, businesses and communities through learning, with a clear vision;

*“To inspire and transform lives through inclusive, innovative and sustainable education.”*

### ***Mission***

South Lanarkshire College has a clear mission to,

*“Deliver excellence in skills-based education to the workforce of the future creating social and economic value for individuals, businesses and the communities we serve through first-class teaching, learning and support.”*

This mission gives us a real sense of purpose. We exist because of our expertise in learning and teaching.



## VALUES

The College's values are vital in our collective ability to achieve continued success, and they define how we work together as Team SLC.

- **Togetherness**: visionary and transparent leadership, common purposeful goals and build on values.
- **Connectedness**: meaningful participation in decision-making, a listening organisation and developing collaboration.
- **Recognition**: culture of values-based recognition, celebration of individual and team contributions and effective, frequent praise.
- **Enablement**: providing valuable feedback, developing manager effectiveness and individualised training and development.
- **Motivating work**: autonomous working, learning organisation and meaningful work.

*This job description is not intended to detail all tasks undertaken, but simply highlight a number of major tasks of the post. The post holder may be required to undertake additional duties which might reasonably be expected and which form part of the function of the post.*

*This job may be amended in future to reflect the changing duties of the post.*

Date Updated: August 2025