

JOB DESCRIPTION

Job Title	Lecturer in Computing and ICT
Contract	Fixed-term until July 2027, Part-time (0.6) – Maternity Cover
Job location	Elm Park Campus, Stanmore
Department	Digital
Reports to	Curriculum Manager – Art, Media & Digital
Salary Range	£27,980 – £44,835 per annum (FTE) £16,788 - £26,901 per annum (0.6 FTE)

Job Purpose:

The role involves delivering engaging and high-quality teaching across a range of Computing related courses including BTEC levels 1 – 3, T levels in Digital and Access to Higher Education – Computing, Adult Essential Digital Skills Entry and level 1. There may be a requirement to teach on Level 4 programmes with a focus on effective lesson planning, assessment, and providing pastoral support to students. Responsibilities also include contributing to the ongoing development of the curriculum, maintaining high academic standards, and fostering a safe, supportive, and inclusive learning environment.

Duties Specific to the Post:

- To deliver high quality teaching, learning and assessment on a range of courses in an appropriate area of the curriculum in line with college standards and meet awarding body expectations.
- To implement curriculum and course development and curriculum delivery within the area of work.
- To deliver inspirational teaching and access to learning across a range of programmes.
- To provide assessment opportunities in line with the relevant awarding bodies and requirements.
- To prepare and adapt teaching materials including assignments, reading lists, assessment papers and handbooks to enable all learners to progress and succeed at the appropriate level.
- Prepare and maintain course related paperwork such as project briefs, schemes of work, lesson plans and resource materials for teaching programmes.
- To undertake the necessary administrative tasks required for the effective operation of the programmes in this area to carry out moderation, assessment and verification.

- Prepare assessment plans and schedules and ensure students are aware of your expectations.

Supporting Students:

- To interview and assess students ensuring ILP's are developed for individual learners needs.
- Assess students' progress regularly including the timely marking of work and giving feedback, both written and oral.
- Understand and keep up to date with student support and learning support arrangements, ensuring students have full information and making appropriate referrals.

Course Management and Administration:

- To work with colleagues to embed Maths and English into the vocational curriculum.
- To participate in student inductions and contribute to the design of induction programmes.
- To ensure your resources within your subject are kept up-to-date and accessible to students and other staff in liaison with the curriculum managers and the College's Learning Centre.
- To produce reports to provide information to parents/employers.
- To adhere to the departments quality assurance processes including internal verification of project briefs and the assessment of student work taken part in standardisation of grading decision meetings.
- To ensure all records are kept up to date, including the completion of registers, and other required documentation in a timely manner.
- To carry out students' questionnaires and elicit feedback on the quality of teaching and learning.
- To contribute to course reviews including reviews of your subject area and the setting, implementation and monitoring of action plans.
- To keep knowledge and skills up to date through self-study and undertake staff development and secondments relevant to professional needs.
- To develop industrial links with other professionals within the industry to maintain personal research or professional practice in own specialist area for personal progressional development

General:

- Participate in open evenings and recruitment activities to ensure that potential applicants and students receive accurate information and guidance.
- Attend promotional events to publicise college and faculty activities and contribute to the development, promotion and delivery of the team's marketing and recruitment strategies.



- Where appropriate ensure that basic skills initial and diagnostic assessments, are undertaken and that student receive effective learning support.
- Attend team meetings, College and external events as required.
- To participate in curriculum development and new course initiatives within the faculty and wider college.
- Contribute to the overall quality improvement plans and key performance indicators
- Ensure all data is handled in line with General Data Protection Regulations.
- Promote Equality, Diversity and Inclusion and adhere and fully implement the colleges policies and procedures relating to EDI.
- Take appropriate responsibility to provide a secure, safe and friendly learning environment including implementation of the College's Health and Safety Policy.
- Committed to Safeguarding and promoting the welfare of children and vulnerable adults, ensuring that this commitment is demonstrated in all aspects of the role as appropriate.

Further education is an ever-changing service, and all staff are expected to participate constructively in college activities and to adopt a flexible approach to their work. This job description will be reviewed annually during the appraisal process and will be varied in the light of the business needs of the college.

The postholder can be required to carry out any other duties consistent with the grade of the post, at any site on which the College may operate.

Closing Date: Tuesday, 7th July 2026

Interview Date: Wednesday, 15th July 2026

PERSON SPECIFICATION

JOB TITLE: LECTURER IN COMPUTING AND ICT

Criteria	Essential/ Desirable	Possible source of evidence
QUALIFICATIONS		
A good level of education including Maths & English at Level 2 (GCSE or Equivalent)	E	Application form/ Certification
Relevant Degree	E	Application form/ Certification
Full teaching qualification (PGCE, Cert Ed, DIT) or the willingness to work towards one, supported by the College	E	Application form/ Certification
Microsoft Technology Associate (MTA)	D	Application form/ Certification
KNOWLEDGE & EXPERIENCE OF		
Experience of teaching relevant courses. Applications from newly qualified teachers (NQT/ECT) are also welcomed.	D	Application Form/ Supporting statement
Experience of delivering on Level 4 and 5 computing programmes	D	Application Form/ Supporting Statement
Up-to-date knowledge of the subject area	E	Supporting Statement/ Interview
Knowledge of requirements of teaching Computing to Level 3	E	Supporting Statement/ Interview
Knowledge of Programming Languages: Python, C++, C#, JAVA, .net	E	Supporting Statement/ Interview
Knowledge of Networking	E	Supporting Statement/ Interview
Ability to teach some Engineering units such as Electrical and Electronics Principals, Electrical Circuit Theory, Capacitance & Capacitors, Further Mathematics for Engineering Technicians, Algebra and Calculus	D	Supporting Statement/ Interview

An understanding of sound equal opportunities practice and a commitment to its implementation	E	Supporting statement/ interview
A sound understanding of safeguarding and prevent. A commitment to safeguarding young people and vulnerable adults and to create a safe learning environment.	E	Supporting statement/ Interview
SKILLS AND ABILITY TO		
Excellent Communication skills, both verbal and written.	E	Supporting statement/ Written exercise/ Microteach/ Interview
Administrative and organisational skills	E	Supporting statement/ Interview
Motivate post-16 students	D	Supporting statement/ Microteach/ Interview
Willingness to work as a member of a team	E	Supporting statement/ Interview
Ability to relate to other professionals in working environment	D	Supporting statement/ Interview
PERSONAL QUALITIES		
Enthusiastic and highly motivated	E	Supporting statement/ Interview
Commitment to learners and learner achievement	E	Supporting statement/ Interview
Commitment to implement College compliance procedures and other policies	E	Supporting statement/ Interview
Flexible approach to work	E	Supporting statement/ interview
Commitment to continuous personal development	E	Application form/ Supporting statement/ Interview