

Job Description

Job Title	Lecturer – ABDO College	Salary	£30,000-£40,000, dependent on qualifications and experience.
Department	ABDO College: Education	Location	College-based Godmersham, Canterbury

Job Purpose

A lecturer is part of our teaching team which designs, develops, produces and delivers learning and teaching materials across a range of subject areas taught in the Ophthalmic Dispensing discipline. Lecturers ensure the efficient and effective delivery of the College's programmes in line with our strategy, policies and processes.

Lecturers teach across the academic year (typically August-May) and engage in educational development throughout the calendar year.

Core Responsibilities

- Teach up to 20 hours of teaching per week across our programmes, ensuring that programme outcomes are met, and undertake all associated teaching-related administration and materials development.
- Lead agreed subject areas and collaborate with colleagues to ensure subject development is in line with syllabus and programme requirements, meeting student/apprentice needs/expectations as well as College requirements.
- Ensure that unit design and delivery comply with the quality standards of the College and with apprenticeship requirements, working through issues collaboratively to reach a sustainable solution.
- Participate fully in assessment development and processes, using a variety of methods which provide effective, timely and appropriate feedback to students/apprentices to support their learning.
- Contribute to accreditation and quality assurance processes as required.
- Ensure student/apprentice needs and expectations are met and report on student/apprentice progress following College guidelines.
- Support students/apprentices in preparing for their portfolio submissions and external assessments.
- Take an active academic citizenship role through leading on defined areas of academic administration and attending College meetings, committees and training as required throughout the year.
- Contribute to the academic life of the College more broadly, with a focus on pedagogical innovation and excellence.
- Work collaboratively with colleagues, distance learning tutors/coaches and supervisors to provide students/apprentices with a seamless learning experience. Provide cover for absent colleagues as required.
- Act as a personal tutor for defined groups of students/apprentices and refer students/apprentices as appropriate to services providing further support.
- Manage projects relating to own work.
- Participate in the College observation process to ensure continual improvement of teaching and mentor colleagues with less College experience.
- Engage in professional development to keep up to date with discipline and pedagogical knowledge.

The above list of responsibilities is not exhaustive, and the post holder will be required to undertake such tasks and responsibilities as may reasonably be expected within the scope and grading of the post.

Experience, Knowledge and Skills

Essential

- FBDO Diploma and, ideally, degree in the subject discipline. Alternatively, ability to demonstrate equivalent core knowledge and expertise gained from leading edge practice will be considered in lieu of a degree.
- Sufficient breadth of specialist knowledge in Ophthalmic Dispensing, with clear depth of subject area expertise to enable contribution to teaching across a variety of areas. This includes pre-dispensing, diploma and post-diploma teaching.
- Recognised teaching qualification **or** preparedness to work towards the qualification.
- Demonstrable experience of teaching and supporting students/apprentices across higher-level learning, including the ability to use a range of delivery techniques to enthuse and engage students/apprentices.
- Commitment to high quality teaching and fostering a positive learning environment for both students/apprentices and colleagues.
- Experience in online and blended approaches to teaching.
- Clear commitment to continuous professional development.
- Excellent interpersonal, written and oral communication skills.
- Ability to work both independently and collaboratively.
- Commitment to our policy of equal opportunity and ability to work harmoniously with colleagues and students of all cultures and backgrounds.
- Ability to work to deadlines and prioritise tasks effectively.
- Member of both ABDO and the GOC.

Desirable

- Postgraduate qualification in the discipline area and/or ability to teach contact lens subject matter.
- Evidence of impactful curriculum and learning material design.
- Experience of innovative blended learning approaches to materials development.
- Experience of delivering higher level apprenticeship teaching.
- Fellow of HEA.

Travel Required

- We are a campus-based College and Lecturers are primarily based in Godmersham, near Canterbury, with some occasional travel to the National Resource Centre in Birmingham.
- Working patterns are predominantly onsite but with some hybrid working, primarily during non-teaching weeks.