

## Job Description

<b>Job Title</b>	<b>ABDO College lecturer</b> Full-time and part-time	<b>Salary</b>	Starting from £32,000, dependent on qualifications and experience.
<b>Department</b>	ABDO College: Education	<b>Location</b>	College-based Godmersham, Canterbury

### Job Purpose

A lecturer is part of our teaching team supporting a range of teaching across the pre-dispensing and FBDO Diploma programmes. This team 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 whole calendar year.

We are looking for both full and part-time lecturers. Our PT positions (available from 0.4fte, 2 days per week upwards) would suit someone looking to balance working in practice with contributing to the development of the profession.

### Core Responsibilities

- Teach up to 20 hours of teaching per week across our programmes (pro rata), ensuring that programme outcomes are met, and undertake all associated teaching-related administration and materials development.
- Lead agreed subject areas (unit lead) 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 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, 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 qualification.
- 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 and 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. *Experience of coaching or support in the development of workplace colleagues will be considered in place of any previous teaching experience.*
- 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. *Reflecting on your experiences as a student will be considered in place of previous delivery experience*
- 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*

- Degree in subject discipline or aligned area.
- 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. There may be some ad hoc travel to the National Resource Centre in Birmingham.
- Working patterns are typically onsite teaching, with one day per week non-teaching, during term time (for FT positions).
- Some hybrid working is available primarily during non-teaching weeks.