East Durham College

Job Description

Post Title: Travel & Tourism Lecturer – Band A

Location: Willerby Grove Campus

Responsible to: Programme Area Lead & Curriculum Director

Attendance Requirements: As Per Contract (36hrs)

Salary: Band A – Point 06 - £28,563

Main purpose:

This role is to deliver high-quality, engaging, and industry-relevant teaching across Travel and Tourism programmes at East Durham College. The post holder will inspire and support learners aged 16+ by delivering outstanding learning experiences that prepare them for success in the travel, tourism, and aviation industries. This includes course planning, development, assessment, and active involvement in curriculum quality assurance processes. As a committed professional, the lecturer will contribute to the continuous improvement of the department while upholding the College's values and ensuring the safeguarding and personal development of all students.

**Main duties:**

* To undertake formal scheduled teaching to include preparation and evaluation of delivery
* To undertake course delivery and associated course development of assigned courses. Including the monitoring and reporting of key performance indicators related to individual courses.
* To undertake the marking of students work and examinations and complete awarding body paperwork for courses delivered on.
* To take part in moderation of assessment as appropriate
* To prepare learning materials and student assignments, including online materials
* To undertake interviews and offer information, advice and guidance to students
* To participate in student visits and college promotional events
* To participate in course review, self-assessment review and development as part of a course delivery team.
* To participate in appropriate team meetings / cross college meetings for specified courses.
* To arrange work experience for learners where appropriate
* Play an active part in your own professional development and undertake continual professional development
* To communicate professionally with both internal and external stakeholders
* To fulfil duties in relation to college policies and procedures and quality assurance systems
* To behave in a professional manner in line with the college values
* Any other duties commensurate with the salary grade of the post, which may be assigned from time to time.

**Other Duties relevant to all EDC employees**

* Participate in the College Performance Appraisal Development Programme, agree an action plan and undertake the required training in order to update skills and meet the requirements of the College and Departmental Strategic Plan and Service Standards.
* Undertake any other duties, appropriate to the grade of the post, as required from time to time.
* Comply with College Policies and Procedures and the Staff Code of Conduct.
* To take appropriate responsibility for PREVENT and safeguarding and promotion of the welfare of children and/or vulnerable adults.
* To uphold British Values, the college values and responsibilities regarding equality and diversity.
* To understand and adhere to college Health and Safety polices and guidelines ensuring compliance with statutory legislation and taking a responsibility for your own and other’s health and safety.

| **Person Specification**  |  | **Essential** | **Desirable** | **Method of assessment** |
| --- | --- | --- | --- | --- |
| 1. **Qualifications/ Training**
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| 1.1 | A teaching qualification CertEd/PGCE/DTTLS or willing to work towards.  | ✓ |  | Application form |
| 1.2 | GCSE level standard education or equivalent (maths & English) | ✓ |  | Application form |
| 1.3 | Relevant industry qualifications at level 3 or above |  | ✓ | Application formInterview  |
| 1. **Experience**
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| 2.1 | Possesses suitable experience of working in the travel & tourism and/or aviation industry.  |  | ✓ | Application Form / Interview |
| 2.2 | Be F.E. student focused, and relate to students of 16+ age group, have passion, drive and vision that can shine through to create outstanding learning opportunities for young people.  | ✓ |  | Application Form / Interview |
| 2.3 | Experience of delivery of formal programmes to learners |  | ✓ | Application Form / Interview |
| 1. **Skills and Knowledge:**
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| 3.1 | To take appropriate responsibility of PREVENT and the safeguarding and promotion of the welfare of children and/or vulnerable adults | ✓ |  | Application Form / Interview |
| 3.2 | Uphold British values, college values and responsibilities with regards to EDI  | ✓ |  | Application Form / Interview |
| 3.3 | Knowledge of awarding body practices and procedures |  | ✓ | Application Form / Interview |
| 3.4 | Ability to manage own workload and meet deadlines  | ✓ |  | Application Form / Interview |
| 3.5 | Ability to monitor and analyse data |  | ✓ | Application Form / Interview |
| 3.6 | Good report writing skills |  | ✓ | Application Form / Interview |
| 3.7 | Have excellent communication skills, empathy, understanding and the ability to inspire and engage young people to excel and achieve their learning goals |  | ✓ | Application Form / Interview |
| 1. **Attributes / Other Requirements:**
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| 4.1 | Reliability / Trust / Professionalism - Ability to carry out the role with professional integrity in line with EDC values and behaviours | ✓ |  | Application Form / Interview |
| 4.2 | Communication - Ability to communicate clearly and effectively to all levels, both verbally and in writing. | ✓ |  | Interview |
| 4.3 | Working individually or as a team - Ability to work independently and as part of a team under minimal supervision. | ✓ |  | Application Form / Interview |
| 4.5 | Driving - Full UK Driving License and / or access to a vehicle (if applicable). |  | ✓ | Application Form  |