**Edge Hotel School**

**Job Description - Lecturer**

**Reports to:** Vice Principal (Academic)

**Other significant relationships:** Principal; Vice Principal (Operations); Vice Principal (Quality); External industry representatives and organisations.

**Primary Objectives**

* Work as part of a team to facilitate student learning, assess and support students and create content and develop the pedagogy to deliver programme aims and objectives.
* Work closely with teaching colleagues to continuously develop programme quality.

**Duties and Essential Job Functions**

* To prepare learning / teaching materials.
* To conduct learning / teaching / assessment activities appropriate to the needs of individual students, courses and the curriculum.
* To counsel and guide students in respect of their academic progress and personal

development and contributing to student reports and references as required.

* To contribute to the management of subject and programme team, committees and boards, as appropriate.
* To maintain and enhance the quality of the programme and subject delivery and to
* proactively contribute to the review and development of curricula and specialist facilities within the Edge Hotel School.
* To actively promote the Hotel School programmes, attend open evenings, applicant’s

evenings, careers events, school/college visits and similar marketing and publicity activities.

* To work closely with the industry professionals that run the hotel and develop the students professional skills so as to ensure that academic work supports the practical work and vice versa.
* To initiate, coordinate or lead off site academic activities in support of the student

experience.

* To be a positive brand ambassador for the Hotel School and the hotel and to maintain and extend links with external organisations and industry as appropriate.
* To undertake such other duties as may be required by or on behalf of the Edge Hotel School provided that they are consistent with the nature of the post.

**PERSON SPECIFICATION – LECTURER**

**Qualifications / Training**

|  |  |  |
| --- | --- | --- |
|  | Essential | Desirable |
| Degree  | **X** |  |
| Masters Degree (or equivalent higher qualification or about to complete) |  | **X** |
| PhD (or studying towards) |  | **X** |

**Experience / Knowledge**

|  |  |  |
| --- | --- | --- |
|  | Essential | Desirable |
| Some experience of delivering high quality, engaging, student centred higher education modules. (including assessment and feedback)  | **X** |  |
| A specialist interest and depth of knowledge of a relevant field of the Hospitality industry. | **X** |  |
| Experience of working with professional or industrial bodies or other external agencies |  | **X** |
| Knowledge and understanding of the quality assurance of Higher Education undergraduate units  |  | **X** |
| Numerate ability and capacity to evaluate numerical or statistical data |  | **X** |

**Skills / Abilities**

|  |  |  |
| --- | --- | --- |
| Ability to use a variety of creative learning and teaching methods/materials (e.g. web-based and blended learning); challenge ideas, foster debate and encourage students to develop skills in critical discourse and rational thinking | **X** |  |
| Ability to develop appropriate and challenging assessments that measure student performance and make sound judgements about progress, providing feedback that is honest, detailed and constructive. | **X** |  |
| Ability to contribute to the administration and running of higher education programmes and propose and implement continuous improvement. |  | **X** |
| A working knowledge of Microsoft Office (including word, excel and PowerPoint) and familiarity with conventional teaching support mechanisms (VLE’s; plagiarism detection software etc) | **X** |  |
| Ability to work independently, with limited supervision  | **X** |  |

**Other
 Essential Desirable**

|  |  |  |
| --- | --- | --- |
| A demonstrable passion for developing undergraduate students for the Hospitality (or similar industry) | **X** |  |
| A flexible, positive and creative approach to work and team management | **X** |  |