

The Leicestershire College

Job Description

1. Job Details

Job Title:	Sessional Lecturer in Digital
Department:	Digital FE
Reporting To:	Head of Department
Competency Level:	Teaching 2
Hay Grade:	G3
Salary:	£21.16 per hour
Date of Job Evaluation:	May 2025
Date:	February 2026

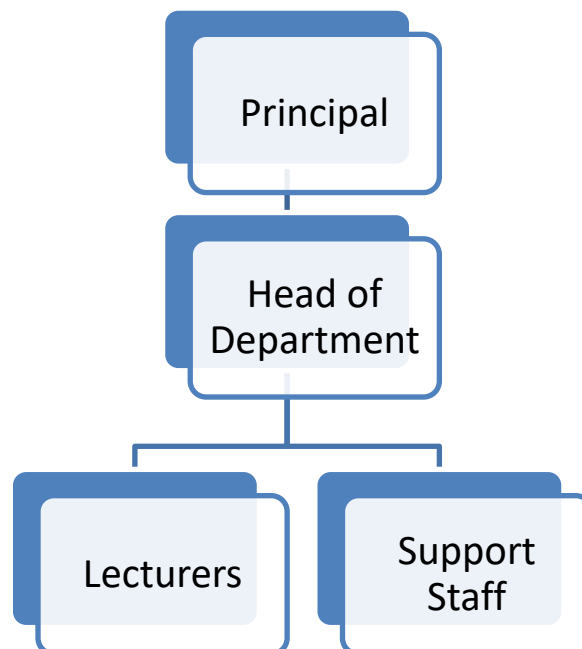
2. Job Purpose

To deliver inspiring teaching, learning and assessment in the Digital curriculum area.

3. Dimensions

Not applicable.

4. Organisation chart



Name:	Job Description Template -TLC	Owner:	HR
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5. Diversity and Inclusion

Loughborough College Group is committed to operating with Fairness, Respect, Equality, Diversity, Inclusion and Engagement at the heart of our organisation.

We are all responsible for ensuring that all individuals receive the same opportunities to develop, grow and achieve their full potential, regardless of personal circumstances and individual differences.

Our FREDIE values are relevant to the whole College community and support the way in which we work and interact with each other.



6. Key Responsibilities

Role specific responsibilities

- To deliver high quality and challenging learning experiences
- To lead and devise appropriate assessments and assessment strategies and feedback to learners through a variety of formative and summative assessment methods
- To lead and collaborate with staff in the development of excellent learning materials and programmes of study utilising a range of media
- To lead on the development and planning of teaching and learning including schemes of work for units, programmes, modules and qualifications as appropriate
- To undertake curriculum area responsibility duties as designated by the Programme Area Leader/Curriculum Manager
- To contribute to curriculum planning and development to work with the curriculum areas to develop and coordinate a dynamic and responsive curriculum
- To play a key role in quality assurance and quality improvement, for example IQI and lead IQI role
- To comply with and develop best practice administrative and quality assurance systems

- To undertake and deliver appropriate staff development and training, including the maintenance and updating of specialist skills
- To attend and actively participate in area and department meetings, planning events, open days and recruitment events
- To modify duties and responsibilities as required to meet new situations, in consultation with the Programme area leader/ Curriculum manager and college management
- To undertake any other course leader duties as designated by the Curriculum Manager

Core Responsibilities

- To promote the College groups vision, mission and strategic objectives and to promote the values and behaviours which underpin them at all times.
- To act as an ambassador for the college group in dealings with all external agencies (other colleges, funding bodies, suppliers, learners, parents and employers) and to maintain the highest standards of professional conduct.
- To promote Loughborough College Group and its subsidiaries as the first-choice destination for learners, employers and staff alike.
- To proactively promote equality of opportunity in all aspects of the work role and to assist in the leadership and management of compliance to the agreed Health & Safety policy and practice.
- To promote a positive approach to security and discipline within the College community.

7. Key Result Areas

Action	Result
Deliver high quality teaching, learning and assessment, creating and applying effective differentiation and stretch and challenge techniques.	To ensure all learners achieve to the best of their ability (achieving aspirational target grades).
Monitor progress in lessons and disseminate learner progress with key staff.	To ensure learners are on track to achieve their target grades.
Lead on development of assessments/assessment strategies and give high quality feedback.	To ensure learners can meet their targets and progress.
To participate in moderation and internal verification.	To ensure Awarding Organisation criteria are met and academic standards maintained.
Participate in and deliver staff development opportunities.	To ensure teaching and learning is up to date and maintained to the highest standards.
To play a key role in quality assurance and quality improvement.	To ensure Awarding Organisation requirements and College KPIs are met.
Participate in department activities and meetings.	Increased recruitment, broader knowledge of department.

8. Key Working Relationships and Communications

Internal: Head, Deputy Head, Curriculum Manager, Programme Area Leader, Curriculum Staff, Administration Staff, and Support Services Staff

External: Awarding Bodies

9. Competency Profile

The following profile is a description of the required competencies of the role:

Working with Excellent People	Responsiveness
<p>Inspires people to reach great heights of performance and success through leadership considering the FREDIE values. Effectively manages team to deliver a service, providing clear direction and support.</p> <p>Increases employee engagement Communicates with impact and sophistication; adapts style and uses varied media to meet different audience needs.</p>	<p>Handles change with responsiveness and adaptability. Looks for opportunities to do own job better; puts forward ideas. Always considers longer term impact of own tasks Uses a structured and collaborative approach to solving problems in own and related work areas.</p> <p>Reaches clear, definite and timely decisions based on thorough understanding of the facts and an eye to their practical implications. Multi-tasks and consistently delivers own and team objectives on time and to standard.</p>
Ensuring Financial Sustainability	Self-Awareness
<p>Works efficiently; makes best use of the College's resources. Own work consistently contributes to the strategic aims of the College.</p>	<p>Maintains a healthy and safe environment for College people and visitors. Swiftly implements changes to keep up with legislation and best practice.</p> <p>Improves diversity, equality and inclusion in own area; challenges inappropriate behaviours. Understands self and others; communicates with sensitivity; handles difficult people and events effectively.</p>
Delivering Excellent Quality	
<p>Anticipates customer needs; prevents poor service; delivers consistently high-quality service. Credibly represents the College by demonstrating a superior knowledge of subject area - current and related topics. Takes ownership for own development, supports that of others and develops beyond own role.</p> <p>Uses online collaboration and networking as a means of developing, exchanging and communicating information.</p>	

10. Knowledge, Skills and Experience (Person Specification)

QUALIFICATIONS		ESSENTIAL	DESIRABLE	HOW ASSESSED
1.	Possess a degree or equivalent qualification in Computing or relevant area.	•		Application/ Certificates
2.	Possess a PGCE or equivalent teaching qualification (or be willing to work towards one)	•		Application/ Certificates
3.	Possess qualifications in English & Maths Levels 4-9 (GCSE grades A-C) or equivalent	•		Application/ Certificates
EXPERIENCE				
4.	Significant experience of designing and delivering vocational/ academic programmes to learners	•		Application/ Interview
5.	Experience of teaching within an FE context	•		Application/ Interview
6.	Experience in a relevant vocational industry setting or academic background	•		Application/ Interview
7.	Experience of supporting and managing diverse groups of students	•		Interview
8.	Experience of teaching and or training in a professional environment	•		Application/ Interview
9.	Proven experience of motivating learners to achieve excellent results		•	Interview
10.	Experience contextualising and embedding learning to meet specific learning needs		•	Interview
11.	Evidence of effective use of ICT/ILT in all aspects of work	•		Interview
12.	Experience of collaborating with teaching colleagues from other subject areas		•	Interview
SKILLS & KNOWLEDGE				
13.	Excellent teaching and learning skills	•		Interview
14.	Experience of active learning and assessment methods	•		Interview
15.	Knowledge of a range of teaching methodologies and the ability to utilise these effectively within a variety of contexts	•		Interview
16.	Work flexibly and to deadlines	•		Interview
17.	Excellent planning, administration and organisational skills	•		Interview
18.	Communicate effectively to a diverse range of stakeholders at all levels	•		Interview
19.	Work autonomously and as a part of a cross-curricular team	•		Interview
20.	Provide clear and formative feedback on academic and pastoral issues	•		Interview
21.	Demonstrate your understanding of diversity and inclusion	•		Application/ Interview

BEHAVIOURS				
22.	Work effectively with colleagues as part of team	•		Interview
23.	Motivate and relate with students from a range of different cultural backgrounds	•		Interview
24.	Comply with professional standards at work	•		Interview
25.	Show commitment to the improvement and maintenance of standards	•		Interview
26.	Promote the College's equal opportunities policy and practices	•		Interview
27.	Ensure the safeguarding of students	•		Interview

Notes

1. A satisfactory Enhanced Disclosure & Barring Service check is required for this post. Loughborough College Group is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
2. As part of this role, you are expected to undertake reasonable additional duties such as Exam Invigilation, Welcoming Students and Staff onto campus, supporting with open days and promoting a safe environment across the College Group. This is expected of you in the post mentioned above and all other posts within the College Group.
3. This job description and person specification was prepared in February 2026 and may be amended in light of changing circumstances following discussion with the post holder.

11. Job Description Agreement

Job Holder Signature		Date	
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