

Loughborough College Group

Job Description

1. Job Details

Job Title:	Sessional Lecturer in Travel, Tourism and Aviation
Department:	Service Industries
Reporting To:	Curriculum Head
Competency Level:	Teaching 2
Hay Grade:	G3/G4
Salary:	£30.47 Per Hour
Date of Job Evaluation:	TBC
Date:	June 2026

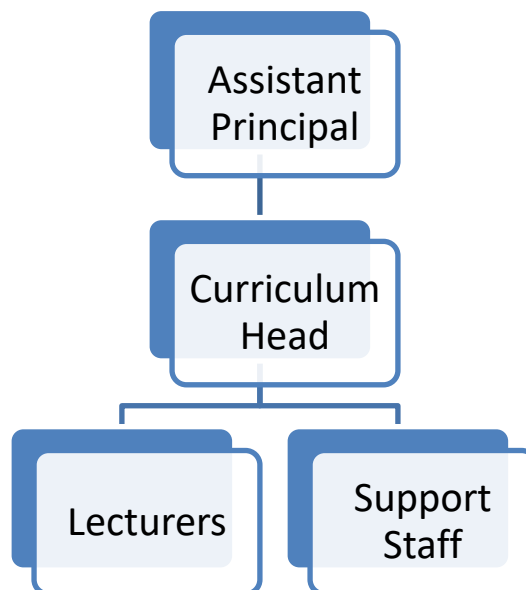
2. Job Purpose

To programme lead and deliver inspiring teaching and learning within the Tourism sector. Skills to include digital delivery where knowledge being transferred is predominantly know-why or conceptual knowledge.

3. Dimensions

Not Applicable

4. Organisation chart



Name:	Job description Template	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 support programme lead class groups and undertake curriculum area responsibility duties as designated by the Curriculum Manager.
- To deliver high quality and challenging learning experiences.
- To devise appropriate assessments and assessment strategies and feedback to students through a variety of formative and summative assessment methods.
- To collaborate with staff in the development of excellent learning materials and programmes of study utilising a range of media.
- To contribute to curriculum including trips visits within the UK and Europe. Planning and develop the curriculum area to progress and coordinate a dynamic and responsive curriculum.
- To play a key role in quality assurance and quality improvement, for example IQA and lead IQA role.
- To comply with and develop best practice administrative and quality assurance systems.
- To undertake appropriate staff development and training, including the maintenance and updating of specialist skills including digital skills.

- To attend and actively participate in area and department meetings, planning events, open days, learner progress and recruitment events.
- To modify duties and responsibilities as required to meet new situations, in consultation with the Curriculum manager and College.
- To undertake any other course leader duties as designated by the Curriculum Manager.

Core Responsibilities

- To promote the College's 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 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
Lead on curriculum development	Resourced programmes of study
Lead on the planning, preparation, delivery, and assessment of effective learning programmes	To ensure students achieve qualification at their highest level.
Create and apply effective differentiation and stretch and challenge techniques, including digital learning	To ensure all students achieve to the best of their ability, stretching their aspirations and widening their knowledge of opportunities within the Sector.
Monitor progress in lessons and disseminate learner progress with key staff and on the ILP	To ensure students are on track to achieve their target grades and communicate progress within the teaching & support team.
To play a key role in quality assurance and quality improvement	To ensure Awarding Organisation requirements and College KPIs are met.
To organise/participate in moderation and internal verification	To ensure Awarding Organisation criteria are met and academic standards maintained
Participate in department activities and meetings	Increased recruitment, broader knowledge of department

8. Key Working Relationships and Communications

Internal: Head, Curriculum Manager, Advanced Practitioner, Curriculum Staff, Administration Staff, Support Services Staff

External: Awarding bodies

9. Scope for Impact

Not Applicable

10. Competency Profile

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

<p>Working with Excellent People</p> <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. Increases employee engagement Communicates with impact and sophistication; adapts style and uses varied media to meet different audience needs.</p>	<p>Responsiveness</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. 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>
<p>Ensuring Financial Sustainability</p> <p>Works efficiently; makes best use of the College's resources. Own work consistently contributes to the strategic aims of the College.</p>	<p>Self-Awareness</p> <p>Maintains a healthy and safe environment for College people and visitors. Swiftly implements changes to keep up with legislation and best practice. 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>
<p>Delivering Excellent Quality</p> <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. Uses online collaboration and networking as a means of developing, exchanging and communicating information.</p>	

11. Knowledge, Skills and Experience (Person Specification)

QUALIFICATIONS		ESSENTIAL	DESIRABLE	HOW ASSESSED
1.	Possess a degree in a relevant subject area	•		Application/ Certificates
2.	Possess a teaching qualification	•		Application/ Certificates
3.	Possess qualifications in Maths and English Levels 4-9 (GCSE Grades A-C) or equivalent	•		Application/ Certificates
EXPERIENCE				
4.	Current and relevant experience of working in the Travel, Tourism and aviation industries. Experience of utilising industry contacts for guest speaker sessions and masterclass events	•		Application
5.	Significant experience of designing and delivering vocational/ academic programmes to students	•		Application/ Interview
6.	Experience of teaching within an FE context	•		Interview
7.	Experience of supporting and managing diverse groups of students	•		Interview
SKILLS & KNOWLEDGE				
8.	Excellent teaching and learning skills	•		Application/ Interview
9.	Experience of active learning and assessment methods	•		Interview
10.	Knowledge of a range of teaching methodologies and the ability to utilise these effectively within a variety of contexts	•		Interview
11.	Excellent planning, administration and organisational skills	•		Interview
12.	Communicate effectively to a diverse range of Industry links and stakeholders at all levels	•		Application/ Interview
13.	Work autonomously and as a part of a cross-curricular team	•		Interview
14.	Provide clear and formative feedback on academic and pastoral issues	•		Interview
15.	Demonstrate your understanding of diversity and inclusion	•		Application/ Interview
BEHAVIOURS				
16.	Work effectively with colleagues as part of team	•		Interview
17.	Motivate and relate with students from a range of different cultural backgrounds	•		Interview
18.	Comply with professional standards at work	•		Interview
19.	Promote the College's equal opportunities policy and practices	•		Interview
20.	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 June 2026 and may be amended in light of changing circumstances following discussion with the post holder.

12. Job Description Agreement

Job Holder Signature		Date	
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