

## JOB DESCRIPTION

<b>Job Title:</b>	Lecturer in Travel and Tourism
<b>Department:</b>	School of Business, Tourism and Creative Industries
<b>Salary Range:</b>	£33,797 - £38,017 p.a. (with opportunity to progress to £41,526)
<b>Salary Grade:</b>	AC2
<b>Report To:</b>	Head of Department (Hospitality and Tourism)
<b>Job Purpose:</b>	Plan, deliver and develop high quality learning opportunities for students to help them achieve their learning goals.
<b>Main Duties &amp; Responsibilities:</b>	<ol style="list-style-type: none"> <li>1. Teach and manage learning activities on a range of courses provided by the School and associated subjects.</li> <li>2. Develop and prepare curricula, course plans, learning materials, assignments, activities and assessments for student learning.</li> <li>3. Undertake monitoring and assessment of students' course work, project work and examinations, and maintain up-to-date and accurate records of their progress and achievement.</li> <li>4. Act as an Assessor or Internal Verifier, if appropriate.</li> <li>5. Participate fully in course team activities and act as Module Leader or team as appropriate.</li> <li>6. Assist with the admission, enrolment and induction of students.</li> <li>7. Organise student placements and visit students in the workplace, as required.</li> <li>8. Contribute to the development, promotion and marketing of new courses and new approaches to teaching and learning.</li> <li>9. Contribute to the review of learning programmes and to the implementation of quality improvement action plans.</li> <li>10. Provide high quality academic, pastoral and personal support for students, including acting as personal tutor to a group of students.</li> <li>11. Contribute to student recruitment through participation in marketing and promotional events, such as open evenings.</li> <li>12. Liaise with employers, parents, schools and other</li> </ol>

	<p>organisations as necessary to enable the learning requirements of students to be met.</p> <p>13. Undertake regular staff development and professional updating.</p> <p>14. Be familiar with Safeguarding requirements as outlined in the Safeguarding Policy and comply with its requirements to safeguard and protect the welfare of children, young people and vulnerable adults.</p> <p>15. Demonstrate commitment and enthusiasm to promote the principle of equality and diversity.</p> <p>16. Have a general duty of care surrounding health, safety and wellbeing of themselves and those around them.</p> <p>17. To ensure practice is in line with the requirements of the General Data Protection Regulations.</p> <p>18. To commit to upholding the principles of Safeguarding and the PREVENT agenda.</p> <p>19. To undertake such other duties as commensurate with the nature and grade of the post.</p>
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## PERSON SPECIFICATION

<b>Post:</b>	Lecturer in Travel and Tourism
<b>Experience:</b>	
1	Relevant experience in the travel and tourism/hospitality sector.
2	Experience of lecturing/teaching/training.
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<b>Skills &amp; Abilities:</b>	
6	Ability to offer teaching expertise in a range of travel and tourism/hospitality related modules.
7	Ability to engage with learners to support high quality learning outcomes.
8	Highly developed communication skills.
9	Ability to work effectively independently and within a small team.
10	Well-developed administrative, organisation and IT skills.
<b>Education &amp; Qualifications:</b>	
11	A relevant undergraduate degree or equivalent professional qualification (postgraduate level desirable).
12	Teaching qualification or willingness to obtain.
13	English and Maths at minimum level 2 or willingness to obtain.
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<b>Training &amp; Professional Development:</b>	
16	Evidence of relevant continual professional development.
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<b>Other:</b>	
21	Flexible approach to work: willingness to work evenings/weekends as required; willingness to work across the University/Departments as required.
22	Commitment to the principle of widening participation; commitment to the University's values and behaviours.
23	An understanding of the principles of Safeguarding and the PREVENT agenda in the context of further and higher education.
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