

# Loughborough College Group

## Job Description

### 1. Job Details

Job Title:	Lecturer in Animal Studies
Department:	Animal Studies
Reporting To:	Curriculum Quality Lead
Competency Level:	Teaching 2
Hay Grade:	G3/4
Date of Job Evaluation:	September 2025
Annual Salary (FTE):	£31,317 - £36,706 per annum
Date:	September 2025

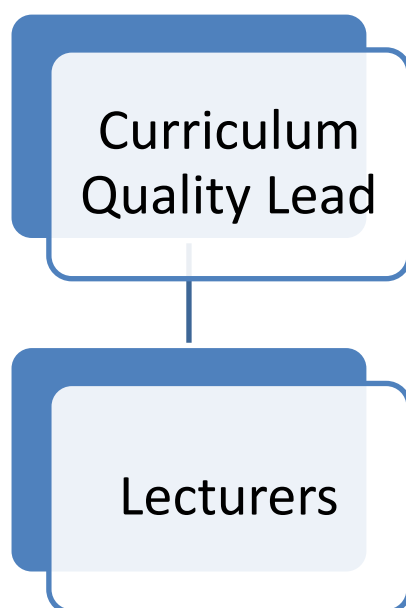
### 2. Job Purpose

We are looking for an Animal Studies Lecturer with the ability to deliver across the full range of the department's provision.

### 3. Dimensions

*Not applicable.*

### 4. Organisation chart



## 5. Diversity and Inclusion

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

F – Fairness – All stakeholders to be treated fairly, consistently and equally within Loughborough College and any place associated with Loughborough College by ensuring everyone has a voice and will be listened to.

R -Respect – All stakeholders will be treated with mutual respect and decency throughout their time at Loughborough College.

E – Equality – All stakeholders will be given the same opportunities throughout their time at Loughborough College. They will be treated and are expected to treat others with the same values and behaviours in every aspect of Equality the college works towards.

D – Diversity – Loughborough College will work towards being a diverse College by ensuring all people are represented and have role models to aspire to. A diverse College will ensure better success in learning outcomes and workplace satisfaction.

I – Inclusion – Loughborough College will create an environment that is truly inclusive by celebrating everyone's individuality and ensuring everyone is protected and safe to be their full selves.

E – Engagement – Loughborough College will ensure a more diverse and engaged workforce, student population and other stakeholders' relationship by ensuring effective communication, representation, feedback and collaborate working of all groups, at all levels.

## 6. Key Responsibilities

### 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 and its subsidiaries as the first-choice destination for students, 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.

### Role specific responsibilities

- Support learners through their programme and the specific qualification aims within.
- Write schemes of work and lesson and review plans.
- To devise and implement a learning and assessment plan for each individual learner.
- To devise and produce materials for use by learners
- To manage the formal assessment process to include maintenance of all assessment records
- Be flexible in the delivery of education and training

- Ensure completion of portfolios, coursework, own work and all other programme related student outputs within the scheduled scheme
- Liaise with all stakeholders (internal and external) to deliver programme
- For work-based delivery aspects of a programme carry out reviews in a timely fashion, which includes liaison with employers, the incorporation of functional skills, additional learning support arrangements and the overall assessment plan.
- To manage learning programmes and act a Course Leader as required.
- To undertake tutorial and pastoral roles with learners
- Maintain confidentiality rules in respect of the learner and their workplace
- Liaise with Student Support Services, College Information Systems, Employer Liaison Team, ALS and SEND Team as appropriate to the needs of learners
- To ensure quality assurance systems comply with internal and external standards specifically in relation to external verification, internal verification. review and evaluation and self-assessment
- Work to agreed recruitment protocols to ensure only appropriate learners are enrolled on programmes and that a support plan is in place for each learner.
- To apply the college's own safeguarding policy and practices by reporting any accidents/incidents according to College procedures
- Carry out ongoing Health & Safety checks and update records as necessary
- Undertake all tasks associated with the performance management Review (PMR) system and be accountable for the performance targets set in the PMR.
- Undertake their duties in accordance with all College policies and procedures and in accordance with the Employee Code of Conduct
- Cooperate with the College in so far as is necessary to enable it to comply with its duties under relevant Health and Safety legislation
- Keep abreast of developments in their own area of expertise and undertake professional development opportunities where identified and approved, subject to funding, to ensure continued effective performance in the role
- Abide by the Corporation's policy on the confidentiality of data stored electronically and by other means in line with the Data Protection Act and General Data Protection Regulations.

## 7. Key Result Areas

Action	Result
<b>Lead on the planning, preparation, delivery and assessment of effective learning programmes.</b>	To ensure students achieve.
<b>Create and apply effective differentiation and stretch and challenge techniques.</b>	To ensure students are on track to achieve their target grades.
<b>Lead on development of assessments/assessment strategies and give high-quality feedback.</b>	To ensure students can meet their targets and progress.
<b>To participate in moderation and internal verification.</b>	To ensure awarding organisation criteria are met and academic standards maintained.
<b>Participate in and deliver staff development opportunities.</b>	To ensure teaching and learning is up to date and maintained to the highest standards.
<b>To play a key role in quality assurance and quality improvement.</b>	To ensure awarding organisation requirements and college KPIs are met.

## 8. Key Working Relationships and Communications

**Internal:** Students, colleagues.

**External:** Third party contractors, parents, key stakeholders.

## 9. Scope for Impact

*Not applicable.*

## 10. Competency profile

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

Working with Excellent People	Responsiveness
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.	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.
Ensuring Financial Sustainability	Self-Awareness
Works efficiently; makes best use of the College's resources. Own work consistently contributes to the strategic aims of the College.	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.
Delivering Excellent Quality	
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.	

## 11. Knowledge, Skills and Experience (Person Specification)

QUALIFICATIONS		ESSENTIAL	DESIRABLE	HOW ASSESSED
1.	Possess a teaching qualification or be willing to work towards one	•		Application/ Interview
2.	Possess an assessor/verifier qualification or be willing to work towards one	•		Application/ Interview
3.	Hold a minimum of a level 4 qualification or equivalent in relevant area	•		Application/ Certificates
4.	Possess qualifications in Maths and English Levels 4-9 (GCSE Grades A-C) or equivalent	•		Application/ Certificates
EXPERIENCE				
5.	Recent experience of working in the industry	•		Application/ Interview
6.	Experience of designing and delivering vocational/ academic programmes to students and/or learners		•	Application/ Interview
7.	Experience of promoting positive learner behaviour	•		Interview
8.	Experience of supporting and managing a diverse student group	•		Interview
9.	Experience of contextualising and embedding learning to meet specific needs for learners	•		Application/ Interview
SKILLS & KNOWLEDGE				
10.	Ability to inspire and motivate learners to achieve excellent results	•		Interview
11.	Good interpersonal skills, able to work well with a range of people and be able to respond clearly and flexibly to different work tasks	•		Interview
12.	Able to work independently and within a team contributing to the development of teaching, learning and assessment	•		Interview
13.	Knowledge of effective methods of assessment and feedback to support achievement	•		Interview
14.	Demonstrate your understanding of diversity and inclusion	•		Application/ Interview
BEHAVIOURS				
15.	Effective time management skills and be able to work to deadlines	•		Interview
16.	Ability to travel for business purposes	•		Interview
17.	Promote the College's equal opportunities policy and practices	•		Interview
18.	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 staff and students onto campus, enrolment duties, supporting with open days and any other college activity. This is expected of you in the post mentioned above and all other posts within the College.
3. This job description and person specification was prepared in September 2025 and may be amended in light of changing circumstances following discussion with the post holder.

## 12. Job Description Agreement

<b>Job Holder Signature</b>		<b>Date</b>	
<b>Manager Signature</b>		<b>Date</b>	