



## JOB DESCRIPTION

<b>JOB TITLE:</b>	Sessional Lecturer
<b>GRADE:</b>	Sessional Lecturer Rate 2
<b>REPORTS TO:</b>	Head of Department / Curriculum Lead
<b>CAMPUS:</b>	Slough & Langley
<b>JOB PURPOSE:</b>	<p>To ensure high quality student learning through the most effective, efficient and economic use of the college's resources.</p> <p>To deliver Higher level Business modules on the HTQ in Business.</p>

**N.B. This job description is current at the date of issue. It will be reviewed annually and may be updated by the Principal.**

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### **The main duties and responsibilities of the post include the following:-**

1. Effective delivery of a teaching programme within the areas of competence of the postholder paying due regard to student progression towards successful completion.
2. Regular assessment of student progress and preparation of appropriate progress reports.
3. Provide accurate and timely data and information including registers, withdrawals and transfers, assessment and examination results, progress reports.
4. Maintain student morale and discipline inside and outside 'the classroom' within the college site and in conjunction with college management.
5. Keep abreast of curriculum development, syllabus and assessment requirements relevant to the areas of teaching and competence of the postholder including liaison with relevant Universities/Awarding Organisation.
6. Work effectively within the team/s responsible for devising, reviewing and maintaining effective teaching and learning strategies.



7. Support through the organisation of and/or delivery of extra mural activities necessary to the student's career and personal development including liaison with relevant Universities/Awarding Body.
8. Support and encourage the Course Team's outreach and liaison work within the community and relevant organisations outside the college.
9. Assessment of professional and personal development needs through playing a full part in the College's appraisal and performance management process.
10. Keep up to date in relevant areas of professional expertise through reading; attendance at meetings; visiting industry/commerce; membership of networks as appropriate.
11. Develop and maintain links with industry/commerce within the overall framework of such links throughout the college.
12. Attendance at relevant open evenings.
13. To play a proactive role in promoting the good name of The Windsor Forest Colleges Group at all times.
14. Develop existing and/or new courses together with other members of the team/s.
15. Undertake course co-ordination responsibilities when required.
16. Any other duties commensurate with the grading of this post as may be required from time to time.

#### **NOTE**

This post is not exempt from the Rehabilitation of Offenders Act 1974. For further details on our policy on the Recruitment of Ex-Offenders can be found [here](#).

Feb 2026



## PERSON SPECIFICATION

	Essential	Desirable	Source of Evidence
<b>EDUCATIONAL AND PROFESSIONAL QUALIFICATIONS</b>			
Appropriate post-graduate qualification, Master's Degree or Level 7 equivalent		✓	AF
Appropriate Degree and/or vocational qualification or equivalent	✓		AF
Endorsed teaching qualification (or willing to obtain within 5 years	✓		AF
TDLB / V & A Assessor/Verifier Awards		✓	AF
Level 2 in Maths or equivalent	✓		AF
Level 2 in English or equivalent	✓		AF
<b>EXPERIENCE</b>			
Knowledge and evidence of ongoing curriculum development and managing the learning process	✓		AF / IV
Teaching in relevant disciplines to demonstrate an understanding of the learning environment and the support needed for students of varying abilities	✓		AF / IV
Evidence of motivating, developing and maintaining high levels of student retention and achievement	✓		IV
<b>SKILLS / KNOWLEDGE / ABILITIES</b>			
Ability to embed English and maths into curriculum	X		Test
IT skills e.g. word, excel, power-point, email, databases	X		AF
Ability to motivate students	X		Test
Good administrative skills with the ability to organise work and meet deadlines	X		AF
Flexible approach to work	X		AF / IV
Interpersonal skills to work with a range of stakeholders	X		IV / Test
Enthusiasm for teaching, learning and subject area	X		IV / Test
Commitment to safeguarding and promoting the welfare of children and vulnerable adults in college	X		IV
Commitment to inclusion	X		IV

- Evidence of all of the elements marked AF or AF/IV must be present in the application form in order to be shortlisted for an interview.
- All of the elements marked IV will be assessed at interview.
- All of the elements marked AF/IV will also be assessed at interview.
- All or some of the elements may be assessed by the Test/Presentation.
- All or some of the above elements may be assessed at interview.