



Job Title	Academic
Department/Institute	General
Reporting to	Institute Director
Main Objective	To deliver training and coordinate training sessions accordingly.

1. Planning and preparing lessons.
2. Teaching across a range of qualification types and levels, in day or evening classes or open access workshops.
3. Researching and developing new topics, courses and teaching materials, including online resources.
4. Teaching large and small groups of learners from a range of backgrounds, abilities and ages.
5. Monitoring, assessing and marking students' work.
6. Maintaining accurate records and monitoring students' progress.
7. Setting and overseeing examinations and liaising with awarding bodies to ensure quality standards are met.
8. Carrying out a pastoral role as a personal tutor to students when required.
9. Conducting tutorials on a one-to-one basis with learners;
10. Planning additional support for students, as necessary.
11. Contributing to course team meetings to monitor, review and evaluate relevant courses.
12. Maintaining knowledge of, and implementing, college policies.
13. Interviewing potential students and conducting diagnostic assessments as necessary.
14. Liaising with other educational professionals and organizations
15. Organizing work experience and carrying out learner assessments in the workplace, as appropriate.
16. Undertaking a range of administrative tasks.
17. The list of duties can change according to the exigencies and demands of MCAST within the same grade of the post.