**Blended Learning (BL) Associate Lecturer role description**

**Teaching and Learning**

* Preparation for and delivery of classroom-based sessions at agreed days / times based on guidance provided by Arden; including creating lesson plans, arriving at site prior to the start of each lesson.
* Provision of proactive online support in between classroom sessions to encourage and support student learning through ilearn (VLE) e.g. leading / engaging in discussions with students via discussion forum.
* Enhancing the student learning experience by proactively encouraging and supporting students throughout their learning, setting activities and providing appropriate, constructive feedback on students’ activities via classroom and online environments.
* Ensuring that each student has gained an appropriate understanding of the key concepts and theories in the module.
* Using appropriate methodologies to regularly monitor student understanding / misunderstanding / progress via classroom observation, formative tasks, ilearn progress checklist and resolve any issues arising.
* Escalate any issues relating to content, teaching and learning and the assessment process to the module leader.

**Marking & Assessment**

* Participate in a module marking standardisation exercise (led by Module leader) prior to starting any marking activity.
* Undertake all formative assessment and marking that occurs within scheduled class sessions.
* Undertake the marking/moderation of summative assessments for the term to strict deadlines set by the marking team – marking is subject to additional payment (rates to be advised at time of undertaking).

**Other**

* Participation in Programme Team Meetings.
* Participating in peer review, contract review, and other staff development activities as required.
* Attending Examination Board and Course Committee Meetings or other Committees, as required - to be advised separately - subject to additional ‘meeting attendance’ payment.

**Distance Learning (DL) Associate Lecturer role description**

**Teaching and Learning**

* Provision of proactive online support to encourage and support student learning through iLearn (VLE) e.g. leading / engaging in discussions with students via discussion forum.
* Preparation and delivery of a schedule of Adobe Connect sessions for each quarter’s delivery.
* Enhancing the student learning experience by proactively encouraging and supporting students throughout their learning, setting activities and providing appropriate, constructive feedback on students’ activities via online environments.
* Ensuring that each student has gained an appropriate understanding of the key concepts and theories in the module.
* Using appropriate methodologies to regularly monitor student understanding / misunderstanding / progress via online observation, formative tasks, iLearn progress checklist and resolve any issues arising.
* Responding to student forum posts, questions and emails within two working days.
* Escalate any issues relating to content, teaching and learning and the assessment process to the module leader.

**Marking & Assessment**

* Participate in a module marking standardisation exercise (led by Module leader) prior to starting any marking activity.
* Undertake the marking/moderation of summative assessments for the study period in accordance with deadlines set by the marking team – marking is subject to additional payment (rates to be advised at time of undertaking).

**Other**

* Participating in staff development activities as required.
* Attending Examination Board / Course Committee Meetings or other Committees, as required - to be advised separately by the Quality team.