 

Job Description

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| **Details:** | |
| Job Title | Lecturer in Electrical Installation |
| Faculty | STEM |
| Reporting to | Programme Leader in Construction |
| Salary | Up to £32,475 per annum |
| Location/Hours | Macclesfield College  Full time – 37 hours per week |
| Disclosure Barring Check Level | Enhanced Disclosure Barring Checks – children |
| Pension Scheme | Teachers’ Pension Scheme |

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| Introduction and Job Purpose |
| Macclesfield College has an innovative vision in delivering high quality education to a wide range of learners.  The post-holder will be involved in the marketing, planning, delivery, assessment and internal verification of Electrical programmes across 18th edition and 2365. This will involve supporting the Colleges learners in achieving their academic goals and career progression by delivering high quality lessons, and ensuring high student attendance and satisfaction.  The post-holders existing excellent skills will be enhanced by the College’s continuous professional development programme. |

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| **Key Accountabilities** |
| |  | | --- | | 1. To deliver on a range of course programmes and provisions at all levels, including preparation of work and assessments both at college sites and in the workplace | | 1. To take responsibility for students, including interviewing, pre course assessment, enrolment, induction, pastoral care and review of progress. | | 1. To participate in and contribute to curriculum development and review, including the development, marketing and introduction of new courses. | | 1. To contribute to all quality assurance requirements relating to the course programmes | | 1. To take responsibility for students, including pre-course assessment, enrolment, induction and review of progress. 2. To liaise with external agencies, including validating bodies, employers and placement providers. | | 1. To take personal and professional responsibility for keeping up-to-date in the subject area. | | 1. To participate fully in residentials, educational visits and work placements where these form part of a course programme. | | 1. To attend meetings, assist with administration and contribute to the efficient running of Macclesfield College. | | 1. To comply with all Health & Safety legislation | | 1. To identify and prioritise self-training needs in accordance with the strategic plan. | | 1. To undertake all aspects of the post in accordance with the College’s Equality and Diversity, Health and Safety and Safeguarding policies and schemes | | 1. To comply with the College’s Data Protection policy in relation to the collection, use, storage and disposal of personal and/or sensitive data. | |  | | 1. To deliver underpinning knowledge and assessments in the workplace | | 1. To undertake any other duties as may reasonably be expected, commensurate with grade, both within and, where required, external to the College. | |
| Special Features |
| The post will require some evening work to support classes and weekend working to support College events including interview evenings and parent’s evenings.  The post may require course management responsibility.  Teaching will be across a range of programmes and levels. |

 

Person Specification

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| **Qualifications** | **D**esirable / **E**ssential | Assessment Methods **(AF/QA/I/T)** |
| A degree level qualification in Electrical engineering or equivalent | E | AF/QA |
| Current teaching qualification to the required national standards | E | AF/QA |
| Level 2 qualifications in English, Mathematics and ITQ or a willingness to work towards the qualifications in a timely manner. | E | AF/QA |
| Assessor Awards D32, D33 or A1 and Verifier Awards D34 or V1or a willingness to achieve these awards | D | AF/QA |
| 18th Edition Wiring regulations (update) | D | AF/QA |

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| **Characteristics** | **D**esirable / **E**ssential | Assessment Methods  **(AF/QA/I/T)** |
| To be able to work effectively as a member of a team | E | AF/I |
| To be able to communicate effectively, both verbally and in writing, with a wide variety of people at all levels | E | AF/I |
| To be well organised and possess effective time management skills | E | AF/I |
| To be able to use a wide variety of digital resources | E | AF/I |
| To possess strong interpersonal skills | E | AF/I |
| To demonstrate a good level of health and safety awareness and the ability to apply safe working practices | E | AF/I |

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| **Experience and Knowledge** | **D**esirable / **E**ssential | Assessment Methods  **(AF/QA/I/T)** |
| Recent experience of teaching within Further Education | E | AF/I |
| Experience of working within the Electrical industry | E | AF/I |
| Experience of teaching across a range of levels and up to level 4 | E | AF/I |
| Experience of practical delivery in electrical | E | AF/I |
| Knowledge of the awarding body’s quality assurance procedure and associated administration systems | E | AF/ I |
| Experience of assessing and internal moderation | E | AF/I |

AF = Application Form

QA = Qualification Audit

I = Interview

T = Task e.g. micro teach

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| General duties applicable to all staff employed at the College:  All employees have a general duty in law to take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions. Staff must understand and be committed to the College’s Health and Safety Policy statement and the College’s safety priorities and be aware of his/her contribution to such priorities. All staff are also required to be aware of and comply with the health and safety legislation and other College requirements that are relevant to his/her post.   |  |  |  | | --- | --- | --- | | Duty | | Description | | A | College policies | To undertake all duties and responsibilities in accordance with College policies, including Equal Opportunities; General Data Protection; Health & Safety; Safeguarding; Professional Practice and Quality and Financial regulations. To report any concerns to the appropriate person | | B | Training & professional development | To take full responsibility for your personal professional development and training | | C | Performance appraisal | To participate in the College Performance Appraisal Development Programme; agree an action plan; and undertake the required training in order to continually update skills and meet the requirements of the College and Departmental Strategic Plans | | D | Flexibility | To undertake such other duties as may reasonably be required, commensurate with your role, at your place of work or other College campus or premises | | E | Probationary period | Probationary period 40 weeks. | | *It is the practice of the College to periodically examine employees’ job descriptions and to update them to ensure they relate to the job as then being performed, or to incorporate whatever changes are being proposed. This procedure is jointly conducted by each manager with HR and those working directly to him/her. You are expected to participate fully in such discussion and, in connection with them, to re-write your job description to bring it up-to-date if this is considered necessary or desirable, and to discuss it with your line manager. It is the College’s aim to reach agreement on reasonable changes, but if agreement is not possible the College reserves the right to insist on changes to your job description after consultation with you.* | | |   Signed Date  Post Holder  Signed Date  Line Manager |