Human Resources
Job Description

Position details:

Job Title:	Lecturer in Electrical (Personal Development, Behaviour and Welfare)
Department:	Construction, Engineering and Science
Reporting To:	Curriculum Manager
Salary:	Unqualified £18,955 - £22,536 Qualified £23,900 - £36,154
Status:	Permanent
Working Hours:	37 hours per week
Annual Teaching Commitment:	828 hours per annum

Overview of Job:

- Achieve outstanding outcomes for students through the development of courses and associated course material that meets the needs of students, using a variety of teaching, learning strategies.
- Monitor student progress and performance, providing individual and tailored support that fully prepares students for assessment.
- To actively contribute to the promotion of all aspects of students' welfare, and personal and social development.

Key Responsibilities and Accountabilities:

Teaching, Learning and Assessment

- Deliver motivating and inspiring teaching and learning that meets the needs of all students.
- Use information on students' starting points, such as initial assessments, to plan teaching and learning.
- Prepare schemes of work, lesson and assessment plans.
- Ensure course material and teaching reflect best practice and contribute to the quality of provision as measured by retention, attendance, achievement, high grades and in-year progress.
- Deliver and promote maths, English, ICT and employability skills at an appropriate level, which ensures students are well equipped with the necessary skills and attributes to progress to their next steps.
- Provide on-going assessment and feedback to students by the timely setting and marking of course-related work.
- Prepare students effectively for a range of formative and summative assessments.
- Reinforce high expectations of all students' attitudes to learning and set challenging targets to achieve.
- Use resources and inclusive teaching, learning and assessment strategies that reflect and value the diversity of learners, including those with Special Educational Needs and disabilities.

Student Personal Development, Behaviour and Welfare

- Provide appropriate academic and pastoral support to individual students, referring them, where appropriate to other internal and external agencies and professionals.
- Provide pastoral support to students that promotes positive behaviours and attitudes necessary for success in the future.
- Deliver and promote wider learning opportunities through the tutorial process that equips students to be healthy, thoughtful, caring and active citizens.

- Provide high quality careers guidance and work-related experiences that prepares students for the next stage of their education, employment, self-employment or training.
- Participate and promote in the College's open culture so that students are safe and feel safe at all times, and understand how to keep themselves and others safe in different situations and settings.
- Maintain links with employers, parents/carers and relevant external agencies to support students' progress and welfare.

Course Leadership and Management

- Participate in the interviewing, enrolment and induction of students.
- Contribute to the maintenance of an effective, efficient and professional learning environment.
- Participate in parents' evenings, open evenings/days, recruitment activities, student events, award events, conferences and other marketing events.
- Contribute pro-actively to the quality assurance and quality improvement of courses within the Curriculum Cluster offer and the self-assessment process.
- Maintain accurate and detailed student and course records using internal systems and processes, liaising with curriculum and business support colleagues to maximise student and course performance.
- Contribute to the development of a provision which meets changing local and national priorities and qualification reform, in collaboration with employers and awarding organisations.
- Contribute to the development of the College's strategic direction.

Mandatory Requirements:

- **Other Duties –** To carry out any other duties which may be reasonably determined from time to time and during peak times by the Corporation or Line Manager.
- **Commitment to Safeguarding** - Safeguard the wellbeing of students, including responsibility for reporting concerns to the College Safeguarding Team.
- **Commitment to the Prevent Duty** – To prevent students and staff from being drawn into terrorism, including responsibility for reporting concerns to the College Safeguarding Team.
- **Disclose & Barring Service (DBS) Check** - All staff will be required to have an enhanced DBS check, formally known as CRB check.
- **Commitment to Equality and Diversity** - To comply with the requirements of the College's Equality & Diversity Policy and to promote Equality & Diversity in all activities, including responsibility for reporting concerns to the College's E&D Operational Group.
- **Health and Safety** - To comply with the requirements of the Health and Safety at Work Act 1974. To fulfil your duties in accordance with College Health & Safety policy and procedures.
- **Continued Professional Development (CPD) –** To be committed to their own continuous professional development and to undertake College professional development activities.
- **Code of Conduct –** Demonstrate at all times a commitment to the College's values and Code of Conduct.

Person Specification

Attribute	Criteria	Essential (E)	Desirable (D)
Competences	**Working with others** – relates well to people from all backgrounds and levels and treats everyone with respect is consistently helpful, positive and collaborative.	E	
	Communicating with others – Presents information which influences and has a positive impact on audiences.	E	
	Making Effective Decisions – Shows initiative and is willing to take decisions within the accepted parameters of the role.	E	
	Analysing and Interpreting Information – Applies specialist and detailed expertise. Uses technology and other relevant information and resources to achieve work objectives.	E	
	Planning and Organising – Deadlines are met, prioritising effectively when issues or timescales conflict.	E	
	Takes Personal Responsibility – Promotes and upholds standards.	E	
	Upholding Ethics and Values – Puts into practice the organisation's core values.	E	
	Coping with Pace, Setbacks and Change – Grasps change, accepts situations and takes the opportunity to practise new skills/techniques.	E	
Experience	Experience of designing and delivering teaching and learning in further education or a similar environment.	E	
	Delivery of English, Maths and Functional Skills in conjunction with the main programme.	E	
	Proven knowledge of subject area.	E	
	Up to date industrial and/or professional upskilling of vocational area.	E	
	Up to date knowledge of the Ofsted and QAA for Higher Education Inspectorate process.		D
Professional Skills	Ability to deliver outstanding teaching, learning and assessments, both practical and theoretical.	E	
	Ability to deliver English, Maths and Functional Skills in conjunction with the main programme.	E	
	Excellent verbal and written communication.	E	
	Excellent levels of accuracy and attention to detail.	E	
	Highly effective organisation skills.	E	
	Must be suitable to work with young people and vulnerable adults.	E	
	Ability to recognise discrimination and be able to demonstrate an awareness of equal opportunities.	E	
Qualifications and Training	Qualified Teaching Qualification, i.e. DTLLS, Cert. Ed/PGCE, or equivalent (or a *commitment to work towards in line with contractual requirements).*	E	
	GCSE A* - C in English and Maths qualifications (Grades 9 – 4) or equivalent.	E	
	An appropriate level of qualification in the subject area.	E	
	Safeguarding, Prevent, Equality and Diversity and CEOP training to be completed within one month of appointment.	E	