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**JOB DESCRIPTION**

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| **POST TITLE:** | Lecturer in Electrical Installation |
| **GRADE:** | MGL |
| **PROGRAMME AREA:** | Construction Trades and Civil Engineering |
| **PURPOSE OF JOB:** |  |
| **RESPONSIBLE TO:** | Head of Learning |

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| --- | --- | --- | --- |
| **Date of issue** |  | **Signature** |  |

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| --- | --- |
| **Line Manager's Signature** |  |

**Main Grade Lecturer: Generic Job Description**

**Full time and Fractional Posts**

The post holder must at all times, carry out his/her responsibilities in accordance with College policies, actively supporting the mission of the Sheffield College as outlined in the Strategic Plan.

1. Main Responsibilities

(Extract from the Academic Contract of Employment Clause 2.2)

Your main duties may include, but will not be limited to:

• formal scheduled teaching

• tutorials and student assessment

• management of learning programmes and curriculum development

• student admissions

• educational guidance

• counselling

• preparation of learning materials and student assignments

• marking of students' work

• marking of examinations

• management and supervision of student visit programmes

• research and other forms of scholarly activity

• marketing activities

• consultancy

• leadership and staff management

• administration and personal professional development

2. Scheduled Teaching Commitments

(Extract from the Collective Agreement Concerning Lecturers' Working Hours, Flexibility and Review Section 2.1)

This may include:

• formal class contact e.g. teaching groups of students in classrooms, laboratories, studios, workshops, in the community, on an employer's premises, outdoors, on residential and by open and distance learning

• invigilating and supervising examinations and tests

• assessing individuals and small groups both inside and outside the College

• tutorial and supervision work with individual students and groups both inside and outside the College

• timetabled availability to students in learning resource centres etc

• academic and other guidance and counselling activity

• timetabled community development work with clients in a learning context

1 of 2

3. Management and Administration

(Extract from the Annual Management Guidelines 1995 Section 3.1.4. These guidelines are non contractual)

This may include:

• contributing to College administration or the administration of education and training programmes

• publicity and public relations

• participation in appropriate team and committee meetings and course management duties including the interviewing, induction, assessment and examination of students

• preparing statistical returns including retention rates, examination results, student progress placement and destination

• participation in student monitoring and reporting, course review and evaluation procedures

• participation in quality assurance and control procedures

4. General Management Responsibilities

* maintaining a safe and healthy working environment in accordance with the College’s Health and Safety policies and procedures, including risk assessments in conjunction with other colleagues and managers;
* operating within the College’s equal opportunities framework to achieve College targets and establish parity of esteem between learning programmes;
* contributing to the teaching programme of the College within agreed guidelines;
* acting as a Programme Co-ordinator and/or Personal/Year Tutor where required.

5. Undertaking any other duties and responsibilities as may be determined after consultation between the post holder and management.

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**Lecturer in Electrical Installation**

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| **PERSON SPECIFICATION** | **Essential / Desirable** | **To be Idenified by:** |
|  | **E/D** |  |
|  |  |  |
| **Education and Training** |  |  |
| Teacher qualification or a commitment to work towards | E | App/ Int |
| Level 3 Electrical Installation qualification  Level 2 or equivalent in English Language and Maths  Assessor Award (TAQA) | E  E  D | App/ Int  App/Int  App/Int |
|  |  |  |
| **Experience** |  |  |
| In depth knowledge of the Electrical Installation  Awareness of current Electrical qualifications  Teaching experience  **Special Knowledge**  Ability to deliver workshop practical sessions  A good understanding of City & Guilds Qualifications    **Skills - Disposition**  Confident with practical skills  ICT Skills  Excellent oral and written communication skills  Ability to work as a team member  Knowledge of the appropriate Health and Safety requirements  Imaginative and innovative approach to teaching delivery  Commitment to equality of opportunity  **Working Arrangements and Personal Availability**  Flexible  Responsive  Self-motivated  Capable of working on own initiative  Demonstrate a clear understanding of equality of opportunity and diversity issues  Demonstrate a clear understanding of issues in relation to safeguarding children and vulnerable adults | E  D  D  D  D  E  E  E  E  D  D  D  E  E  E  E  E  E | App/ Int  App/ Int  App/ Int  App/Int  App/Int  App/Int  App/Int  App/Int  App/Int  App/Int  App/Int  App/Int  App/Int  App/Int  App/Int  App/Int  App/Int  App/Int |