

## **Westminster Kingsway College - Job Responsibility Outline:**

**Title:** Lecturer –Plumbing Multi-skills

### **Purpose of the Job:**

The post holder will be primarily responsible for providing effective teaching, assessment and tutoring on programmes for students at L1 and level 2 diploma.

### **Faculty**

Healthcare & Foundation Learning

### **Reporting To:**

The Course Manager for Construction, and through them the Head of Faculty HealthCare & Foundation learning

### **Main Tasks**

#### *Summary: -*

The post holder will be expected to undertake any of the duties set out below, subject to appropriate training, although he or she would normally concentrate on a particular area. However, in order to ensure a range of experience for the benefit of post holder and the College, duties may be rotated from time to time.

1. To provide effective teaching to students at L1 & L2 in plumbing
2. Assess students, including formative and summative assessments, internal verification and supervision of examinations.
3. To act as a tutor to a group of students
4. Contribute in monitoring strict attendance & punctuality, behaviour and performance college policies
5. To ensure that employability is built into and delivered throughout the curriculum
6. To organise and monitor effective work experience relevant to the learners
7. To work to improve retention, achievement and progression
8. To contribute to appropriate administration tasks including writing regular references and reports on students for LAs, parents/carers, employers and for any other purposes.
9. To participate in the interviewing and enrolling of students and assisting in advice sessions and parents' evenings.
10. To develop high quality resources
11. To ensure high quality documentation and recording of the learner journey
12. To comply with College quality monitoring policies and procedures.
13. To attend course team/department meetings as appropriate.

*The post holder will also be expected to:*

- 1 demonstrate model behaviours that, at all times, are consistent with an open, inclusive and participative style;
- 2 be proactive in identifying and pursuing opportunities that are appropriate to maintaining his/her continued professional development;
- 3 demonstrate a commitment to the development and practice of equal opportunities in every aspect of the life of the College;
- 4 abide by the College's data protection policy;
- 5 actively participate in the appraisal scheme;
- 6 participate in the implementation of and compliance with the provisions of legislation and good practice relating to health and safety;
- 7 carry out work in a manner and framework that is consistent with the College's requirement to safeguard children and vulnerable people;
- 8 Work within the College values.

The scope of this profile reflects the needs of the College at the present time: it is not intended to be a fully inclusive or exhaustive list. The post holder will therefore be expected to work flexibly and to undertake such other duties as may from time to time be reasonably allocated by the line manager. The profile will be subject to continuous review as the needs and requirements of the College change over time.

**Person Specification: Lecturer – Plumbing & Multi-Skills**

<b>Area to be assessed</b>	<b>Essential</b>	<b>Desirable</b>	<b>How this will be assessed</b>
<i>Qualifications</i>	1. A degree or equivalent qualification in a relevant subject. 2. A full recognised teaching qualification 3. A specialist qualification in teaching Plumbing & Multi-skills		AF AF
<i>Professional development</i>	4. Experience of on-going professional updating and development in relevant fields.		AF, I
<i>Knowledge</i>	5. An understanding of the learning needs of students at L1 6. Up to date knowledge and industry experience of basic Plumbing and Multi-skills trades 7. An understanding of the reasons for an Equal Opportunities Policy and how it affects the immediate working environment and relationships with clients. 8. An awareness of safeguarding and how it relates to the work of this post in a further education College.		AF, I, T  I  I

<i>Experience</i>	9. Experience of teaching the vocational subjects basic plumbing and multi-skills trades effectively at the different levels required and supporting students and preparing them for formal assessment. 10. Experience of teaching students with LLDD, KS4 and hard to reach learners in order to prepare them for employability 11. Experience of effective classroom management and how this relates to planning for learning. 12. Experience of organising and monitoring relevant and effective work experience		AF, I, T  AF, I, T AF, I
<i>Skills and Abilities</i>	13. The ability to teach enthusiastically and professionally, with effective classroom management. 14. The ability to effectively plan and develop differentiation within lessons. 15. The ability to plan lessons to meet the individual needs of learners 16. The ability to baseline assess students and document the learner journey, setting effective SMART targets and identifying distance travelled 17. Outstanding teaching and planning of classroom delivery. 18. Ability to assess accurately to awarding body standards. 19. Ability to give evaluative and developmental feedback to students. 20. Good interpersonal skills and written and oral communication skills. 21. Excellent administrative and IT skills, including knowledge of Microsoft Office. 22. Good organisational skills and high attention to detail. 23. The ability to plan and monitor one's own workload, to ensure that deadlines are met. 24. The ability to work effectively as a team member. 25. A flexible approach to work in order to achieve deadlines. 26. The ability to maintain records and produce relevant documentation as required. 27. An ability to design, develop and deliver high quality teaching materials. 28. The ability to develop enterprise and employability		T  T  AF, I, T I I, T  T  AF  AF, I, T I  I I I  I, T

Assessment: AF (Application Form), I (Interview), T (Task).