

JOB DESCRIPTION

POST TITLE:	Lecturer in Professional Construction
GRADE:	Up to £42,622 which includes flexible benefits
WORK ARRANGEMENTS:	37 hours per week/52 weeks per year
DEPARTMENT:	Construction Trades
RESPONSIBLE TO:	Curriculum Operations Manager
RESPONSIBLE FOR:	Contributing to a variety of subject areas to support the College's vision to become and sustain outstanding

DUTIES AND RESPONSIBILITIES

Delivery of the Curriculum

- 1 Producing schemes of work and maintaining records of work for each area of scheduled teaching.
- 2 Developing and evaluating student learning materials and assignments appropriate to a range of learning situations.
- 3 Contributing to the delivery of the programme of learning in accordance with College policies.
- 4 Teaching in designated areas deploying an appropriate range of teaching and learning styles.
- 5 Maintaining academic records including registers, records of work and any other records which may be required from time to time.
- 6 Preparing and marking College devised examinations and other assessment procedures.
- 7 Returning assessed work promptly to students indicating proposals for improvement.
- 8 Assessing and verifying assessments as a member of the programme team.
- 9 Planning and organising work placements, field trips, site visits and related activities.

Supporting the Curriculum

- 1 Participating in programme team(s) and contributing towards the planning, development and administration of programmes and assessment of students work.
- 2 Participating in the College Quality Assurance process in order to evaluate the effectiveness of programmes.
- 3 Identifying, in consultation with programme team(s), curriculum development and learning resource needs and advising the Curriculum Manager.

- 4 Assisting with visits from and to schools, taster courses and work experience for potential students.

Student Support

- 1 Acting as personal tutor to nominated groups and individual students.
- 2 Participating in the guidance and interviewing processes to ensure that students and prospective students follow appropriate learning programmes.
- 3 Participating in reporting processes to provide feedback for parents and other sponsors.
- 4 Liaising with parents and employers at parents' and careers' evenings and other similar events at schools and at the College.

General

- 1 Complying with all legislative and regulatory requirements.
- 2 Applying the College's own safeguarding policy and practices and attend training as requested.
- 3 Showing a commitment to diversity, equal opportunities and anti-discriminatory practices. The postholder is expected to comply with and promote the College's equal opportunities policy in all aspects of their duties and responsibilities.
- 4 Taking responsibility for one's own professional development and continually updating as necessary, participating in appropriate staff development activities as required including the Professional Development Review.
- 5 Promoting a positive image of the College and the work that is carried out across its various services, including taking part in marketing events to promote the Directorate and the College to its customers.
- 6 Attending administrative briefings and Directorate meetings.
- 7 Liaising with the Enrolment Office regarding offers, acceptances, applications and dealing with individual queries referred from the Enrolment Office and other sources.
- 8 Advising Heads of Learning/Curriculum Managers on matters relating to publicity, public relations and advertising including preparing leaflets and other advertising material as required by the Head of Learning.
- 9 Taking responsibility for specialist rooms, laboratories and workshops.
- 10 Preparing documentation for inspections, visits of awarding bodies and funding agencies and assisting constructively with the demands of external inspectors, assessors, verifiers, examiners etc.
- 11 Carrying out any other reasonable duties within the overall function, commensurate with the grading and level of responsibility of the job.

Person Specification

Post:	Lecturer in Professional Construction	Department:	Construction Trades
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Qualifications:		
Degree/HND or equivalent in a relevant discipline	E	A
A teaching qualification	D	A/I
Relevant Professional memberships/ Technical qualifications	D	A
Experience:		
Recent experience teaching	E	A/I
A proven record of successful learner results and high grade achievement	E	A/I
Ability to deliver in more than one subject area	E	A/I
Ability and experience of delivering exciting, innovative and inspirational lessons that add value to a range of students' academic and personal development (using a variety of different teaching styles)	E	A/I
Experience of delivering curriculum to both 16-18 year olds as well as adult learners	D	A/I
Experience of performing assessment, verification and/or lead internal verifier responsibilities	D	A/I
Skills/Knowledge:		
Up to date knowledge of A-level Maths and Further maths	E	A/I
Excellent organisational, administrative and time management skills	E	A/I
Excellent interpersonal skills with the ability to listen and challenge in a supportive manner	E	A/I
Ability to use IT in the classroom	D	A/I
Qualities:		
Ability work under pressure and meet deadlines including assessment, marking and feedback processes	E	A/I
Self-managing and responsive with the ability to reflect on own performance	E	A/I
A willingness to consistently improve through tailored CPD and industry updates	E	A/I
A respectful and inclusive attitude to learners and colleagues	E	A/I
A passion for improving the learner experience	E	A/I
Ability to work in a team	E	A/I
A flexible and innovative approach to teaching, learning and assessment	E	A/I
Other Requirements:		
An understanding of Safeguarding of Children & Vulnerable Adults within the workplace	E	I
Full commitment to Equal Opportunities and anti-discriminatory working practices	E	I

E = Essential

D = Desirable

A = Application

I = Interview

T = Test

Produced by:	TB	Date Produced:	December 2020
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