

## JOB DESCRIPTION

### JOB IDENTIFICATION

<b>Job Title:</b>	<b>Lecturer in Plumbing</b>
<b>Responsible To:</b>	<b>Head of Section</b>
<b>Department:</b>	<b>Construction</b>
<b>Salary Grade:</b>	<b>Lectures Grade</b>

### JOB ROLE

**Be responsible for the delivering and development of courses.**

**Undertake a teaching load, which is in line with agreed contract.**

**Contribute to the process of continuous improvement in the quality of teaching and learning.**

**Work towards successful outcomes for students and a positive overall experience at Sandwell College.**

**The post may involve working with external agencies, college partners, local businesses and employers to contribute to meeting the diverse needs of learners.**

### KEY DUTIES

<b>No</b>	<b>Description of Duties</b>
<b>1</b>	Deliver specific programmes as directed by your line manager
<b>2</b>	Participate in curriculum development and planning
<b>3</b>	Maintain appropriate records for both academic and administrative purposes
<b>4</b>	Carry out administrative duties in accordance with the general policy framework of the college
<b>5</b>	Take responsibility of courses and course tutorship including personal tutoring
<b>6</b>	Assume joint responsibility within course teams for quality of course delivery
<b>7</b>	Use Information Learning Technology (ILT) in the development of learning materials and use multimedia learning resources in the delivery of the learning experience.

<b>8</b>	Identify and develop materials suitable for teaching and learning purposes
<b>9</b>	Assist in the development of effective support systems for students on mainstream programmes
<b>10</b>	Support the expansion and development of the learning provision
<b>11</b>	Carry out academic duties in accordance with the general policy framework of the college.
<b>12</b>	Ensure effective communication takes place with management, staff, students, customers and clients
<b>13</b>	Support fully at all times the colleges aim and objectives
<b>14</b>	Ensure a high level of confidentiality at all times.
<b>15</b>	Undertake appropriate in-service training when required to do so

## Standard Clauses - all Job Descriptions

- To comply with the College's policies and procedures
- To comply with the College's safety policy and other safety procedures and guidelines are deemed part of the job description. Employees must look after their own Health & Safety and welfare and be mindful of other persons who may be affected by their acts.

## PERSON SPECIFICATION

**Job Title: Lecturer in Plumbing**

Candidates will be assessed for shortlist and interviewed against the following criteria.

Shortlisting Criteria		Essential	Desirable
<b>1. Qualifications</b>			
1.1	A degree and/or appropriate professional qualification relevant to the department	X	
1.2	Certificate in Education or Level 5 Teaching Qualification	X	
<b>2. Experience</b>			
2.1	Experience of excellent teaching and learning practice.	X	
2.2	Demonstrate experience of preparing and evaluating appropriate learning materials	X	
2.3	Experience of delivering relevant qualifications	X	
2.4	Knowledge of key skills/functional skills		X
2.5	Experience of internal verification/moderation	X	
<b>3. Skills/Abilities</b>			
3.1	Be able to work as part of a team	X	
3.2	Be able to present information to learners and colleagues using ILT	X	
3.3	Good organisational and administrative skills	X	
3.4	Ability to work under pressure	X	
3.5	Ability to inspire and motivate students	X	
3.6	Ability to teach using diverse methods and adapt to needs of particular student groups	X	
<b>4. Qualities</b>			
4.1	Willingness to work within a team to implement strategic policy	X	
4.2	Genuine understanding of and commitment to Equal Opportunities in practice, sensitivity to students, staff and client needs	X	
4.3	Prepared to actively participate in new developments	X	
<b>5. Other Requirements</b>			
5.1	Willingness to assist with evening duties, including open evenings, interviews, and enrolment events	X	
5.2	Ability to work between multiple sites at short notice	X	
5.3	Willingness to work flexibly	X	

Shortlisting Criteria		Essential	Desirable
5.4	High levels of personal integrity and ability to maintain a high level of confidentiality as required, applying discretion and judgement	X	
5.5	Act as an ambassador for the College	X	
5.6	Proven confidence in dealing politely and helpfully with a wide variety of people, both internally and externally	X	
5.7	Resilient and calm in pressurised situations	X	
5.8	The ability to build and maintain effective relationships	X	