

ROLE PROFILE

General Details	
Job Title	Lecturer in Electrical Installations
Vacancy Number	VN472
Department	Construction
Reporting to	Learner Manager
Responsible for	No direct reports
Place of work	Telford College
Tenure	Permanent
Hours/FTE	1FTE
Salary	£23,490 - £35,245
Terms & Conditions	Lecturer
DBS	Enhanced
Closing Date	Tuesday 14th April 2020 at 9am
Interview Date	To be confirmed

Moral Purpose – Students first – a belief that all students can achieve and an unwavering commitment to pursue achievement for all.

The Role

The purpose of this role is to:

- Deliver outstanding Electrical installation provision to a wide range of full-time and apprenticeship learners, through an exceptional student experience leading to positive achievement outcomes.
- Undertake a range of administrative and development duties that contributes to improving standards and achievements and the learner experience.

Main duties and responsibilities

The successful applicant will be expected to:

- Deliver and teach Electrical Installation subjects to Level 1 to 4 students and apprentices to agreed success targets.
- Ensure that good housekeeping standards are set and met, machinery, tool and equipment stores are secure, well stocked and easily accessed by fellow staff.
- Regularly review and monitor the attendance and progress of learners and follow up as required to ensure learners achieve their targets.
- Carry out, collate and feedback initial and/or diagnostic assessments to identify students' ILP and support as required, providing differentiated learning strategies to enable students to achieve their primary learning goal.
- Provide assignment and assessment material appropriate to each specific programme.
- Evaluate and assess (formative and summative) the work of learners in relation to the curriculum criteria and provide timely constructive and helpful learner feedback.

- Maintain quality systems related to the teaching of Electrical installation including designing work schemes, lesson plans, assessment plans and assessment activities.
- Update and maintain electrical documentation to support teaching and learning, assessment and tracking of learner progress.
- Attend curriculum meetings and contribute to the continual quality improvement mechanisms (e.g. maintenance of course files, timely updating of ILPs on ProMonitor).
- Develop quality resources (including e-resources) which support the development of electrical skills.
- Actively develop and use new technology in teaching, learning and assessment.
- Prepare and enter learners for exams in a timely basis.
- Liaise with the Learner Manager including attending IV and standardisation meetings.
- Actively support the embedding of electrical engineering into vocational area and participate in curriculum development regarding the teaching and learning of engineering skills.
- Keep up to date with current developments and adapt to changes.
- Share in responsibility for ensuring good standards of student's behaviour and take appropriate disciplinary action when liaising with course tutors.
- Take an active part in the recruitment of learners providing appropriate advice and guidance.
- Liaise whenever appropriate with feeder schools and support agencies.
- Contribute to the advice and guidance and assessment of prospective learners, e.g. student interviews and open days.
- Contribute to course marketing activities.

Other Corporate Responsibilities

- Reflect the vision, mission, aims and values of the College.
- Always strive for continuous improvement in your professional practice and delivery of outcomes.
- Commit to the safeguarding and promotion of the welfare of children, young people and vulnerable adults.
- Participate in the College's Performance Development Review and engage in continuous professional development.
- Continually improve teaching, learning and assessment through proactive CPD and sharing best practise.
- Support enrolment procedures as appropriate and cover for absent colleagues as appropriate.
- Be compliant with GDPR Data Protection Act arrangements and confidentiality.

- Identify the financial, health and safety, equality, safeguarding, confidentiality or other risks associated with the post's sphere of responsibility and to define and take positive action to manage these risks.
- Carry out such other duties as may reasonably be required from time to time.

This role description is current as the date shown. It is liable to variation to reflect changes in the role, priorities and circumstances.

PERSON SPECIFICATION

EVIDENCE KEY

A =	Application
I =	Interview
R =	References
T =	Test
P =	Presentation
C =	Certificate
Or a combination	

	Essential	Desirable	Evidence
1. Teaching qualification, e.g. Cert Ed, PGCE or DTLLs, or a firm commitment to achieve a Diploma in Education and Training (DET)	✓		A/C
2. Relevant Assessment/Assessing/Assessor Qualifications		✓	A/C
3. Relevant Vocational Qualification at Level 3 or 4 (Electrical Installation) (e.g. NVQ Level 3 / Level 3 Work-based Diploma, National Certificate or Diploma / Level 3 Extended Diploma, HND/Foundation Degree/NVQ Level 4), or degree	✓		A/C
4. Strong occupational history and competence within the Electrical Installation industry background with extensive and in-depth knowledge		✓	A/I
5. Extensive and in-depth knowledge of other engineering sectors		✓	A/I
6. Excellent practical skills in Programmable Logic Controllers	✓		T/P
7. Knowledge of electrical technologies, devices and circuits and three-phase systems	✓		T/P
8. Vocational teaching and assessing experience in electrical engineering		✓	A/I
9. Some experience of work-based learning		✓	A/I

10. Evidence of Continuing professional development	✓		A/I/C
11. Ability to meet deadlines and prioritise workload	✓		A/I
12. To be an inspiring teacher, enthusiastic with the ability to motivate students and a willingness and ability to tackle poor student performance	✓		A/I
13. Prepared to work flexibly to meet work requirements	✓		A/I
14. An understanding of and commitment to diversity and equality of opportunity	✓		I
15. Knowledge and/or competencies of health and safety as relevant to the post and a commitment to safeguarding the health and safety of learners and others	✓		I
16. Level 2 qualification (GCSE A* - C, or equivalent) in maths and English or a willingness to attain these qualifications with the support of the College	✓		A/C

ADDITIONAL INFORMATION

Conditions of Appointment

All Appointments to the College are subject to:

- Verification of relevant qualifications
- Receipt of references considered suitable by the College
- Verification that you are legally permitted to work in the United Kingdom
- Disclosure & Barring Service (DBS) Checks

The College's policy is to have an enhanced disclosure check for all posts. As an organisation using the Disclosure & Barring Service (DBS) to assess applicants' suitability for positions of trust, the College complies fully with the DBS Code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed. The College has a written policy on the recruitment of ex-offenders which is available from Human Resources.

Equality and Diversity

The College is an equal opportunities employer and encourages applications from all sections of the community.

The College welcomes applications from persons with disabilities and will interview any person with a disability who meets the essential criteria for the role as outlined in the person specification.

Safeguarding

The College is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment.

Location

The postholder will be required to carry out their duties on the College premises.

