JOB DESCRIPTION

JOB TITLE: Lecturer A - Electrical

ROLE OVERVIEW	
Job Title:	Curriculum Area Manager - Trades
Grade/Salary:	NDC22 - £28,318
Department:	CEM
Location:	Barnstaple
Contract Hours:	Up to 37 Hours per week
Contact Hours:	750 hours per annum
Contract Type:	Permanent

KEY ROLE OBJECTIVES

To provide an outstanding learner and staff experience through teaching and supporting the effective delivery of the curriculum.

The postholder will undertake assigned duties and responsibilities effectively and efficiently, ensuring that all actions are discharged within the regulatory and legislative requirements to which the college is subject, and with full regard for the college's equality, diversity, and health and safety requirements.

Main Duties

1. To support learners and staff in the practical work areas.

2. To maintain, coordinate and provide technical support within the faculty.

3. To provide teaching and support to learners.

1. Teaching and support

1.1 Provide training and support in the classroom or workshop or other work environments.

1.2 Provide appropriate support and feedback to learners, referring them, where appropriate, to other agencies.

1.3 Contribute to the wider enrichment of learners and support students' pastoral needs.

1.4 Contribute to the maintenance of an effective, efficient and professional learning environment.

1.5 Participate in appropriate Quality Assurance procedures.

1.6 Set and monitor Personal Targets and ILP's according to Faculty and College Policy.

1.7 Maintain accurate and detailed student records including the writing of reports and references.

1.8 Participate in open evenings, recruitment, trade events, conferences and other marketing events.

2. Provide support to learners and staff

2.1 Coordinate the use of specialist associated equipment and facilities.

2.2 Support with responsibility for curriculum related to the specialist areas.

2.3 Support pre-production and post-production work related to the curriculum areas.

2.4 Undertake appropriate training and act as a Health and Safety representative for all facilities and equipment in your areas.

2.5 Provide Health and safety talks and training to staff and learners as required in your areas.

2.6 Participate in the interviewing, enrolment and induction of learners.

3. Maintain, coordinate and provide technical support within the faculty

3.1 Maintain all specialist environments in a safe and tidy condition.

3.2 Clean and maintain the equipment in your specialist areas.

3.3 Prepare materials and equipment for use in your curriculum areas.

3.4 Maintain inventories of equipment and supplies, including a yearly stock check.

3.5 Arrange for reordering of stock to agreed levels to maintain the continuity of practical teaching.

4. Additional Duties

4.1 Promote a teaching, learning and working environment that is free from discrimination and where all students and staff are encouraged to express their individuality.

4.2 Be responsible for safeguarding and promoting the welfare of learners.

4.3 Undertake such additional duties as may be reasonably required commensurate with the level of responsibility within the College at any of the College's sites or place of work.

4.4 Promote and conduct your professional duties and responsibilities within the parameters of the College's agreed values and aims.

4.5 Teaching hours and area(s) of responsibility will be reviewed and set annually by the Head of Faculty in line with business requirements for that Academic year.

Mandatory Duties

- Responsibility for safeguarding and promoting the welfare of children and vulnerable adults.
- Commitment to Equal Opportunities.

- Commitment to British Values and the Prevent Agenda.

Additional Duties

- To undertake such additional duties as may be reasonably required, commensurate with the level of responsibility within the College at the initial place of work or any other of the College's sites.
- Promote a teaching, learning and working environment that observes British Values, is free from discrimination and where all students and staff can express their individuality in a professional educational setting.
- Promote and conduct your professional duties and responsibilities within the parameters of the college's agreed values and aims.

PERSON SPECIFICATION

Job Title: Lecturer A - Electrical

Criteria		How Evaluated	
Experience	**Essential:**	**Application**	**Interview**
	Experience of working within a team	✓	✓
	Experience of using own initiative	✓	✓
	Desirable		
	Knowledge of Health and Safety Risk Assessments	✓	✓
	Experience of working with young people	✓	✓
	Experience of teaching	✓	✓
	Experience of working within the Construction Industry/Construction Education	✓	✓
Skills and Abilities	**Essential:**	**Application**	
	Excellent knowledge of technologies and equipment related to relevant trade areas		✓
	Excellent, up-to-date, knowledge of industry standards and trends within the area of construction		✓
	Able to supervise and demonstrate tasks confidently to learners and lecturers		✓

	Excellent organisation and administrative skills	✓	✓
	Excellent communication skills	✓	✓
	Able to work under pressure		✓
	Able to work independently using own initiative	✓	✓
	Excellent time management skills	✓	✓
	Desirable		
	Ability to plan and deliver high quality lessons	✓	✓
Criteria		**How Evaluated**	
Qualifications		**Application**	**Interview**
	Desirable:		
	Instructor/teacher qualification	✓	
	Relevant level 2/3 Electrical qualification or significant vocational experience	✓	
	Health & Safety qualification	✓	
	Specialist construction qualification	✓	
Criteria		**How Evaluated**	
Personal Qualities	**Essential:**	**Application**	**Interview**
	A commitment to embracing IT, and its implementation across the curriculum and within general practices	✓	✓
	Confident, enthusiastic and motivated		✓

	Able to work responsibely in liaison with colleagues, learners, college teams and external agencies	✓	✓
	Ability to work effectively in a team	✓	✓
	Willing to share good practice	✓	✓
	A commitment to continual professional development, with a willingness to undertake further training if necessary	✓	✓
	Desirable:		
	Good problem-solving techniques		✓

Reviewed: October 2026

OUR VALUES ARE WHAT MAKE US, US!

AMBITION

- We are challenged and encouraged to push boundaries to enable us to realise our ambitions
- We are brave and take decisions that transform lives and foster achievement for all
- We are agile and embrace digital technology and continuous learning
- We believe in impact; we are passionate about our community and environment

COLLABORATION

- We collaborate with others to ensure we grow, thrive and initiate brilliance
- We are creative and innovative; we listen to and learn from others
- We care about place; we collaborate with others to ensure success for our community
- We believe that we are stronger together and actively seek out partnerships that make a difference and help us enrich our college

ENERGY

- Our expertise, passion and actions energise and enthuse those around us
- We care and support our people and our community. We believe that we excel when we are empowered, engaged and enjoy our time at college
- We are driven by the success of our learners, supporting every learner to achieve and progress
- We are proud of our achievements and actively seek out opportunities to celebrate these and set ourselves our next challenge

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