



JOB DESCRIPTION

Plumbing Lecturer

INTRODUCTION

OUR VISION

Careers focussed education inspiring learners to create their future.

OUR MISSION

To deliver outstanding technical and professional learning, which raises aspirations, develops skills and creates futures

OUR VALUES

Defining our values:

EXCELLENCE

- The quality of being **outstanding** or extremely **good**.
- Having outstanding **features** and/or **qualities**.

We show excellence by:

- Having high aspirations and expectations for ourselves and those around us.
- Celebrating and valuing expertise and mastery at all times.
- Recognising that personal responsibility affects our ability to fulfil our potential, embracing opportunities to grow and develop our knowledge and understanding.

Waltham Forest College 

Defining our values:

INCLUSION

- Including **all types** of people and ideas, treating them **equally** and **fairly**.
- Providing equal access to **resources** and **opportunities**.

We show inclusivity by:

- Ensuring that everyone feels welcomed and valued and is allowed to be their true, authentic self.
- Not just recognising, but celebrating the diversity of our community, ensuring that everyone has a voice.
- Making sure that everyone has equal access to what the College does.

Waltham Forest College 

Defining our values:

INTEGRITY

- The quality of being **honest** and having **strong moral** principles.

We show integrity by:

- Acting with honesty at all times, taking responsibility for our own actions.
- Always doing the right thing, especially when no one is looking.
- Demonstrating professionalism, working to fulfil our moral purpose - especially when times are challenging.

Waltham Forest College 

WALTHAM FOREST COLLEGE
JOB DESCRIPTION AND PERSON SPECIFICATION

POST: Plumbing Lecturer

REPORTING TO: Head of Department

Hours: 36 per week

GRADE: Teaching and Learning Grade 21-37

KEY RESPONSIBILITIES

1. To provide the Learners with the inspiration, direction and support they need to aspire to their chosen career path.
2. To provide outstanding teaching and learning within the Automotive, Construction and Engineering Industries (ACEI).
3. To deliver excellent teaching and learning ensuring a high quality, innovative and effective service is provided that meets the needs of all learners.
4. To have responsibility for learners and to support the department in meeting all funding, awarding body and stakeholder requirements
5. To support the Deputy Head with the delivery of the programme against all agreed performance targets for the area, for example those pertaining to national benchmarks, funding, recruitment, retention, attendance and achievement for IT and Digital learners.

MAIN RESPONSIBILITIES

1. To work with the Deputy Head, College colleagues to deliver an overall learner experience, which ensures the highest levels of satisfaction for all learners and which engages, inspires and prepares learners for the world of work and / or their next steps.
2. To support the department in all aspects of the ACEI departments quality assurance and improvement processes, for example self-assessment, quality improvement plans, performance review, performance audit and learner voice.
3. To liaise with parents, carers and other external partners as needed and attend such external meetings as are necessary.

4. To participate and contribute with operational planning, for example the annual business planning and budgeting processes.
5. To ensure that information relevant to the work of the area is collected and collated and to provide statistical data as required.
6. To support the Deputy Head in working with marketing, communications and events colleagues to ensure the college offer of support is clearly and well communicated to current and prospective learners.
7. To conduct regular reviews of learner progress take place in line with the College policy and that effective teaching and learning plans are in place for all learners.
8. To ensure that learners receive an effective induction to their course including the completion of appropriate initial and diagnostic assessments.
9. To ensure that regular reviews of learner progress takes place in line with the College policy and that effective Individual Learning Plans are in place for all learners.
10. To ensure that all relevant learner information is recorded as required to deadlines, for example "at-risk" status, predicted achievement, targets and records of interventions/meetings.
11. To support the College internal inspection process and related procedures.

GENERAL

1. Promote and implement all College policies, particularly those which refer to health & safety, equality of opportunity and Safeguarding young people and vulnerable adults.
2. Participates in College programmes of staff appraisal and continuing professional development.
3. Develop effective working relationships internally and with external partners.
4. To operate at all times in line with the College's values and behaviours.
5. Undertake other duties as may reasonably be required in the interests of the efficient functioning of the College.

PERSON SPECIFICATION

We need you to use the application form to demonstrate your capabilities in relation to each of the criteria listed below (addressing each point in order).

	Criteria	Essential/Desirable
Qualifications (Educational and Vocational)	Good standard of education including Maths and English to Level 2 (GCSE C or 4 grade)	E
	Degree/HND or equivalent in a relevant subject area	E
	Teaching qualification or willingness to achieve (support will be given to gain accreditation over a specified period.)	E
Previous experience/job knowledge	Recent relevant professional industry experience	D
	Knowledge of current industry standards, trends and technologies	E
	Knowledge of a range of construction and plumbing topics to support excellent teaching	E
	Experience of delivering outstanding learning support in terms of and learner success	E
	Understand performance targets in relation to education including attendance, retention, progress, achievement and success.	D
	Pastoral or equivalent experience and understanding to support the broad needs of students.	E
	IT literate and drive to enhance learning through technology	E
Skills (Competencies and Aptitudes)	Good digital literacy skills with the ability to produce and use spread sheets and monitoring systems to record, track, monitor learners.	E
	The ability to develop positive working relationships with individuals at all levels	E
	Team work and a commitment to sharing and promoting best practice	E
	Sound administrative skills	D
	Ability to work under direction and proactively on personal initiative	D
	Possession of good communication and presentation skills (written and oral)	E

	Ability to work flexibly and often under pressure to meet deadlines and targets	E
	A sound understanding of safeguarding and commitment to safeguarding young people and vulnerable adults and to creating a safe learning environment	E
	The ability and determination to promote equality and diversity throughout all aspects of College life, including employment and service delivery.	E
Other factors/ additional requirements	The ability and determination to promote equality and diversity throughout all aspects of College life, including employment and service delivery	E
	Commitment to the highest possible levels of health and safety for students, staff and others	E
	Commitment to a flexible approach to hours and duties	E
	Ability and willingness to undertake continuous professional development	E