



# OAKLANDS COLLEGE

## Lecturer in Gas – Evening Classes

### **Lecturer in Gas – Evening Classes (Bank Contract)**

**Based at the St Albans Campus**

**Evening Cover – Two evenings a week 6-9pm**

**Hourly paid at £24.24 teaching rate**

**Auto enrolment into the Teachers' Pension scheme**

Oaklands College is an FE college with a large, growing and successful curriculum. The successful candidate would be required to teach the ACS gas evening classes two nights per week.

We are looking for candidates that have the relevant industry experience and hold a level 3 qualification in Gas, and has experience of teaching ACS classes.

You should have a strong commitment to high standards of classroom practice and experience of teaching, or working with young people. You should hold at least a Level 3 qualification in Gas and ideally hold a recognised teaching qualification. You will have a genuine regard for young people and want to work with us to ensure that all our students aspire to do well. You will demonstrate and professional standards in your area of work. The ability to work in a team is essential, sharing good practice and working collaboratively with colleagues are qualities that we will be looking for.

For more information about the role please contact the Recruitment team.

**Closing Date: Sunday 15<sup>th</sup> October**

**Interview Date: To be confirmed**

## Job Description

### **SUMMARY OF POST**

To provide professional teaching and learning services to students as contracted, with appropriate support.

### **KEY RESPONSIBILITIES**

To:

- Deliver courses as nominated by the Manager and carry out all associated course administration.
- Produce schemes of work and lesson plans in advance and prepare teaching materials/resources for all teaching;
- Mark and assess student work promptly, accurately and objectively;
- Act as a personal tutor and therefore be responsible for a group of learners, providing timely, transparent and fair tutorial and other support to them as appropriate;
- Be responsible for learner progress, including setting and monitoring of learner targets;

- Comply with quality standards including undertaking internal verification work;
- Guide students toward extra support services in college;
- Prepare reports for external parties, for example, parents, employers, training agencies;
- Contribute to and attend meetings, events and working parties as requested;
- Ensure statistics for learner attendance and achievement are monitored and acted upon when necessary;
- Complete learner registers accurately and on time

*Be aware of and follow College policies and procedures, with particular attention to health and safety, safeguarding, risk management, equality and diversity, quality and our values and behaviours. You will be required to attend training as necessary and update own CPD record.*

## **CRITERIA**

### **RECRUITMENT**

- Holds the minimum of Level 3 subject specialist qualification or higher when necessary to teach the subject area at the required level and,
- 3 years relevant industry experience in the subject specialism where required

### **PERSON SPECIFICATION**

**(to be assessed at interview stage)**

#### **PERSONAL ATTRIBUTES**

- Ability to work well with students of all backgrounds
- Ability to work both collaboratively with colleagues and on their own initiative
- A flexible and solution-focused approach to work
- Drive and passion to implement curriculum developments

#### **SKILLS AND EXPERIENCE**

- Effective organisational skills (self and workload)
- Extensive knowledge of own subject area
- (in addition to teaching ability) effective verbal and written communication skills
- Proficiency with software needed in role
- Experience of working with people in a learning environment

In consultation with the postholder it is liable to variation by the Principal to reflect or anticipate changes, in, or to, the post and the organisation. The job description gives an overview of the main responsibilities of the role. The daily job will also involve any other duties and responsibilities, express and implied, which arise from the nature and character of the post.