

# **JOB DESCRIPTION**

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**TITLE:** Lecturer in Painting & Decorating

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**GRADE:** NCC Lecturer Grade

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**RESPONSIBLE TO:** Senior Curriculum Manager

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## **PURPOSE OF JOB:**

- To teach and assess learning on a range of courses, which include 16-19, adult learners and apprentices. Courses range from level 1 to level 3, including college based qualifications and workforce development.
- To work effectively as a member of the team, liaising with Senior Curriculum Manager and all colleagues in the College.
- To take an active role in own professional development in relation to all aspects of the role.

## **MAIN TASKS AND RESPONSIBILITIES:**

### **1. In common with all other staff:**

- 1.1 To support the College's mission, vision, values and strategic objectives;
- 1.2 To implement the College's equal opportunities policies and to work actively to overcome discrimination on grounds of race, sex, disability, sexuality, age or status in the College's services;
- 1.3 To take responsibility for one's own professional development and participate in relevant internal and external activities;
- 1.4 To implement the College's safeguarding policies and practices.
- 1.5 To implement your health and safety responsibility in line with the College's Health and Safety policy.
- 1.6 To ensure that data is handled in line with the General Data Protection Regulations.

## **2. In common with all other lecturing staff:**

- 2.1 To teach on a range of courses at main College sites.
- 2.2 To be a personal tutor/course co-ordinator for a designated group of students within a range of courses.
- 2.3 To be involved in all processes and College procedures related to the selection, interviewing, admissions, enrolment, induction and tracking of students.
- 2.4 To develop the curriculum in line with national requirements, local community needs, and the needs of employment.
- 2.5 To develop student-centred teaching and learning strategies, which contribute to, increased retention, achievement and progression.
- 2.6 To prepare and monitor appropriate syllabuses, schemes of work and learning outcomes.
- 2.7 To act as a leader/member of appropriate teams and to liaise with colleagues in the design, delivery and evaluation of all aspects of the course.
- 2.8 To provide regular feedback to students and to give group and individual tutorial support to enable them to achieve maximum benefit from their course or programme.
- 2.9 To observe procedures for student monitoring, discipline and complaints in accordance with the College processes.
- 2.10 To liaise with employers and other agencies with respect of student placement supervision, course and assignment design, career and higher education opportunities.
- 2.11 To attend external courses and conferences as relevant to the work of the Programme.
- 2.12 To compile and maintain course records.
- 2.13 To contribute to the College's annual assessment and review process, including comprehensive review and evaluation of the area of work for which s/he is responsible.
- 2.14 To follow all processes relating to qualifications and examinations, including registration and submissions to validating bodies, liaison with the College Exams Officer, moderators and external verifiers in accordance with College policy.

## **3. Particular to the Post:**

- 3.1 To teach painting and decorating to 16-19 year old students, adults and apprentices on a range of part-time and full-time courses.

- 3.2 To prepare schemes of work and course materials at an appropriate level.
- 3.3 To maintain written records of work.
- 3.4 To assess and record student progress against individual learning targets and external accreditation criteria.
- 3.5 To be actively involved in course, programme, college meetings and functions as deemed necessary by the programme manager.
- 3.6 To be actively involved with staff development and with the advancement of personal skill and knowledge.
- 3.7 To be familiar with up-to-date teaching practices, and the needs of young people.
- 3.8 To recognise the college procedure for discipline, behaviour and learning.
- 3.9 To observe and administer the codes of practice laid down by the college with particular reference to practical workshops.
- 3.10 To administer and review risk management criteria in the practical skills workshops.
- 3.10 To equip and advise technical support staff with the necessary information for the purchase of materials and equipment for the running of courses.

#### **4. Person Specification:**

- 4.1 A relevant qualification and experience in the painting and decorating field.
- 4.2 A teaching qualification or a willingness to gain one.\*
- 4.3 A commitment to and enthusiasm for developing positive educational opportunities for young people with a range of support needs who may have had negative experiences of education.
- 4.4 Ability to apply the specific skills and technical knowledge in relation to the requirements of the post.
- 4.5 An ability and willingness to keep up-to-date with developments in new materials, technology, procedures and techniques.
- 4.6 Ability to work as a team member and to establish effective working relationships with both staff and students.
- 4.7 Knowledge of the skills needed to maintain a cost effective stock control system.
- 4.8 An understanding of and commitment to equal opportunities policies together with practical ideas for their implementation in the post.

- 4.9 Proficient in Microsoft Windows systems, Microsoft Office, and other common IT applications

**Additional Information:**

This job description will be regularly reviewed to ensure that it is an active description of the responsibilities and duties of the individual post holder and that these responsibilities and duties consistently match the needs of the College.