

## Lecturer/Assessor - Civil Engineering/ Construction & Built Environment

Title: Lecturer

**Grade:** Lecturer

Activity: Regulated

Contact Hours: Annual maximum: 865-1080 hours, weekly maximum; 30

**Responsible to:** Head of Faculty

#### **Job Purpose**

To provide an outstanding learner experience through teaching, training, reviewing and assessing learners, enabling timely achievement.

#### Main responsibilities:

#### 1. Teaching, Learning and Assessment:

- 1.1 Provide Teaching, Training, Learning and Assessment
- 1.2 Participate in the interviewing, enrolment/activation and induction of learners.
- 1.3 Provide teaching and learning whether in a classroom, a workshop, an employer's location or other work environment.
- 1.4 Prepare schemes of work, lesson assessment & IV plans
- 1.5 Provide ongoing assessment and feedback to learners by setting and marking work both relevant and appropriate to the course, including in the workplace where required
- 1.6 Provide appropriate academic and/or vocational support to individual learners, referring them, where appropriate, to other agencies.
- 1.7 Contribute to the wider enrichment of learners and support students' pastoral needs.

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- 1.8 Contribute to the maintenance of an effective, efficient and professional learning environment.
- 1.9 Ensure resource material and teaching reflect best practice, contributing to the quality of provision as measured by retention, attendance, success rates, grades and value added.
- 1.10 Participate in appropriate quality assurance procedures
- 1.11 Prepare learners for a range of accreditation and assessments
- 1.12 Maintain accurate and detailed student records including the writing of reports and references
- 1.13 Set and monitor Personal Targets and eILPs according to Faculty and College Policy
- 1.14 To track the progression of learners, including work place reviews, to ensure timely achievement.
- 1.15 Provide specialist advice to learners and organisations regarding vocational and work-based qualifications, delivery and progression options.
- 1.16 Participate in open evenings, recruitment, trade events, conferences and other marketing events.

#### 2. Additional Duties

- 2.1 Promote a teaching, learning and working environment that is free from discrimination and where all students and staff are encouraged to express their individuality.
- 2.2 Be responsible for safeguarding and promoting the welfare of learners.
- 2.3 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.
- 2.4 Promote and conduct your professional duties and responsibilities within the parameters of the College's agreed values and aims.

#### **Mandatory Duties**

- 1. Responsibility for safeguarding and promoting the welfare of children and vulnerable adults.
- 2. Responsibility for promoting equality of opportunity and access to all, irrespective of age, background, race, gender, religion, ability, disability or sexuality.



## **Person Specification**



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Criteria		How Evaluated	
		Application	Interview
Experience	Essential:		
	<ul> <li>Recent experience working within the</li> </ul>	✓	✓
	Civil Engineering or Construction and		
	Built Environment industry		,
		<b>✓</b>	✓
	<ul> <li>Working effectively within a team</li> </ul>	./	./
		•	V
	- Using own initiative	<b>✓</b>	✓
	<ul> <li>Teaching or training young people and</li> </ul>		
	adults		
	Desirable:		,
	- Experience of delivering bespoke	<b>~</b>	<b>V</b>
	courses to a range of partners		
	Evacriance of developing training		✓
	<ul> <li>Experience of developing training solutions</li> </ul>		•
	Solutions		
	- Achieving targets		✓
	/ torneving targets		
Skills & Abilities	Essential:	<b>√</b>	,
	- Good communication skills (at all levels)	•	•
	Ability to incuive very second and	./	./
	<ul> <li>Ability to inspire young people and adults</li> </ul>	•	V
	aduits		
	- IT Literate – use of databases, Microsoft	<b>✓</b>	✓
	office (Word, Excel, Access and		
	PowerPoint)		
	. Swen Sing		
	Desirable:		
	- Attention to detail		
		✓	✓
Qualifications	Essential:		
	- Recognised vocational qualification at	<b>✓</b>	
	level 3 or above in Civil Engineering or		
	Construction & the Built Environment		



	<ul> <li>Commitment to completing a Teaching qualification (CTLLS / Cert Ed / PGCE)</li> </ul>	<b>√</b>	
	within 3 years	✓	
	<ul> <li>GCSE English &amp; Maths at C grade or 4 and above (or equivalent)</li> </ul>		
	Desirable:		
	- Teaching qualification (CTLLS / Cert Ed / PGCE)	✓	
	- Verifiers Award	✓	
	- Assessors Award	✓	
Personal Qualities	Essential:		
	- Enthusiasm and drive	✓	✓
	- Excellent time management	✓	✓
	<ul> <li>Excellent organisational and administrative skills</li> </ul>	✓	<b>√</b>
	Desirable:		
	- Passion for teaching and assessment		✓
	and learning in the life long sector		
Mandatory	Essential:		
requirements	- Commitment to safeguarding and		✓
	promoting the welfare of children and		
	vulnerable adults in College		
	- Commitment to equal opportunities		✓



### **Exeter College Values**



At Exeter College we are committed to being an exceptional College. Therefore all employees will be expected to demonstrate our Exeter College Values.

#### VISION

To be an exceptional college.

#### MISSION

To shape the future of education by delivering excellence in all aspects of our work, in order to realise the ambitions of our learners, city and region.

# STRIVING FOR EXCELLENCE We expect excellence in all dimensions of the college and always believe we can improve.

#### STUDENT CENTRED

We are focused on delivering exceptional teaching, learning and training. We listen and respond to feedback and place the student at the heart of our college.

## DEVELOPING OUR PEOPLE We know every person in the organisation

we know every person in the organisation makes a difference to the student experience. We value professional development and nurture an environment in which every employee can make a positive contribution.

#### CREATIVE AND AMBITIOUS

We don't stand still; we actively seize and create new opportunities. We are imaginative, innovative and aspirational.

#### TRUST AND INTEGRITY

We believe in honest and transparent communication. Trust and integrity is at the core of all that we do.

#### **COLLABORATIVE AND INCLUSIVE**

We forge links with the community locally, nationally and internationally to grow our partnerships and respond to the needs of our stakeholders. We develop our curriculum to meet the needs of all our learners.