**Job Description and Person Specification**

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| **Post Title:** | Lecturer in Plumbing  |
| **Salary Scale:** | Lec |
| **Post Ref:** | REQ000302 |
| **Responsible to:** | Head of School/ Curriculum Manager |
| **Department/Faculty:** | Construction Training Centre |

**Job Purpose**

To teach both theory and practical Plumbing from level one to level three, in the Construction Training centre and to contribute to the Construction team.

To actively engage with course development within the Plumbing team, and be involved in the delivery of assessments in the workshop and class rooms. To be part of the quality assurance process within the school, this will include internal verification and attending standardisation meetings across sites.

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| **Post Key Duties** |
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| * To teach theory and practical in the Plumbing curriculum area (this could be on different sites).
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* To plan and teach on a range of programmes including School Links and level two and three apprentices in Plumbing related subjects using a variety of appropriate teaching strategies.
* Work as part of a team to contribute to the development of new programmes within the Plumbing department and delivery of Plumbing subjects in the classroom and workshop.
* To develop plans for learning, lesson plans, teaching materials, assessment plans and assessment materials incorporating cross College policies such as ILT. Where appropriate, use and promote the benefits of new and emerging technologies.
* To carry out student assessment, completing relevant records and using these to track and monitor student progress.
* To liaise with colleagues to develop the provision, delivery, assessment and internal verification of courses.
* To liaise with School and College Curriculum Managers, participating in curriculum development, planning and quality assurance activities such as verification or moderation and course self-assessment.
* To provide tutorial and pastoral support for students, referring to others including Student Services where appropriate.
* To arrange work experience placements, where required, and liaise with external organisations.
* To organise external visits for students.
* To attend course team, School and, where applicable, cross College meetings.
* To complete administrative tasks in a professional and timely manner.
* To prepare reports, for example, on attendance, retention, exam results, student progress, tutor statements, placements and destinations. Attend parent’s evenings and report on student progress.
* Attend marketing events as required. Interview potential learners. Progress current learners appropriately.
* To respond to student disciplinary and behavioural problems in line with College disciplinary and incident management procedures.
* To carry out any other duties as may be reasonably required by the Head of School.
* To undertake continuous professional development.

*The information given above is intended to provide an understanding and appreciation of the workload of the job and its role within South Thames College.**The job description outlines the main purposes in general terms only and is not intended to be prescriptive.**The key duties may be changed from time to time to meet the changing circumstances and are reviewed in the Performance Management Process.* |

**Generic College Responsibilities**

Employees will commit themselves to personal development through the College Performance Management Development Framework. Managers will commit themselves to operating objective and constructive assessments of performance and will be responsible with their work colleagues for agreeing performance targets to improve and maintain College services supported by individual development plans and development processes.

You will be required to carry out other duties as maybe commensurate with the post that do not change the character or purpose of the post and are necessary to maintain the high standards of business practice. The post holder will also participate in the promotion of Quality Standards and Assurance.

As an employee of the College Management Team, the post holder will be expected to participate in the formulation and implementation of College strategy and operational activity within the scope of the post. Actions of the post holder will have significant impact on the future direction of the College.

The post-holder is required to respect the confidentiality of matters relating to students and other members of staff. The post holder must be aware of and comply with the requirements of the Data Protection Act (DPA)

Under the Health and Safety at Work Act 1974 all staff have a duty to assure reasonable care for the Health and Safety of themselves and others affected by their acts or omissions at work and co-operate in meeting the requirements of the law.

The College is bound by the regulations concerning protection of children and vulnerable adults. The College is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and all other stakeholders to share this commitment. All employees have a duty to report any suspicious activity or behaviour that may be in breach of these regulations.

South Thames College is committed to ensuring equal rights and opportunities for all. Recruitment for positions in the College will be carried out in a manner that accords with best equal opportunities practice. The selection of candidates for interview will be based on the personal specification and applicants should bear this in mind when preparing their applications and completing the application form.

*This job description, through business reasons, may be altered from time to time to meet the changing needs of the College.*

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| **Job Description requested by:** | James Stansfield |
| **Title:** | Construction Training Centre  |
| **Date:** | **19 June 2017** |
| **Job Description authorised by:** |       |
| **Title:** |       |

**Person Specification**

| **Personal Skills Characteristics** | **Essential** | **Desirable** | **Method of Assessment** |
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| 1. **Experience**
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| * Previous relevant experience as a Lecturer
 | ✓ |  | A/I |
| * Experience of working in a relevant industry
 | ✓ |  | A/I |
| 1. **Qualifications**
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| * A relevant Plumbing qualification at level three
 | ✓ |  | A/I |
| * A Certificate of Education or PGCE or a willingness to complete the qualification within 2 years
 |  | ✓ | A/I |
| * D32, 33 and 34 or A1 and V1 (TAQA) awards for assessment and internal verification of qualifications.
 |  | ✓ | A/I |
| * Educated to GCSE/ level 2 or equivalent with grades A\*-C in English and Mathematics (or to achieve BKSB equivalent within six weeks of appointment)
 | ✓ |  | A/I |
| 1. **Practical and Intellectual Skills**
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| * Driving Licence
 |  | ✓ |  |
| * Working knowledge from a Plumbing background
 | ✓ |  | A/I |
| * High level of computer literacy
 | ✓ |  | A/I |
| * Able to work under pressure and to strict deadlines
 | ✓ |  | A/I |
| * Able to use initiative, organise and prioritise
 | ✓ |  | A/I |
| * Able to identify and implement improvements in existing systems
 | ✓ |  | A/I |
| * Able to communicate effectively at all levels
 | ✓ |  | A/I |
| * Able to produce and present reports to a variety of audiences
 | ✓ |  | A/I |
| 1. **Values and Personal Qualities**
 |
| * Commitment to establishing and maintaining good working relations with colleagues and students
 | ✓ |  | I/R |
| * Evidence of commitment to the safeguarding and promotion of the welfare of children and vulnerable adults
 | ✓ |  | A/I/R |
| * Commitment to the provision of a quality service and the implementation of quality improvements
 | ✓ |  | I/R |
| * Commitment to valuing diversity
 | ✓ |  | I/R |
| 1. **Circumstances**
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| * Able to work flexibly throughout the week/over the year by prior agreement
 | ✓ |  | I |

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| **A -**  | **Application Form** | **I -**  | **Interview/Selection Tool** | **R -**  | **Reference** |