

**LECTURER/ASSESSOR
IN CONSTRUCTION MAINTENANCE OPERATIONS
REF: SL0052-72**

The Appointment:

The College is seeking to recruit a full-time lecturer/assessor within the construction department. The post involves teaching and assessing on full-time programmes and apprenticeships in bricklaying and plastering. The post-holder must hold a Level 3 qualification in a relevant discipline and have appropriate recent vocational experience.

The role may involve delivering practical skills in the workshop and theory sessions in the classroom as well as assessing learner progress through their qualifications. The successful candidate may teach across a variety of programmes and perform assessments of apprentices in the workplace.

To find out more about Southport College please visit our website.

Responsible to:

The post-holder will report to the Head of Department (Construction, Engineering and Sports Studies).

The Post:

Lecturer duties and responsibilities are wide ranging. They may include, but are not restricted to the following depending upon the emphasis in any given post:

- **Formal Scheduled Teaching (FST)**

which includes:

- timetabled contact with groups of learners which forms part of approved College provision including sessions scheduled to take place both on and off site
- timetabled contact with learners on individually focused programmes which form part of approved College provision including sessions scheduled to take place both on and off site and in accordance with appropriate caseloading arrangements
- timetabled tutorials which form part of the College's tutorial programme including those sessions dedicated to Induction
- Tutoring of distance learner programmes which form part of approved College provision and in accordance with appropriate caseloading arrangements
- Assessment requiring the observation of competence (e.g. for NVQs) in accordance with appropriate caseloading arrangements and which is of necessity carried out entirely separately from the teaching and learning process

- **Assessing**

- To carry out training and assessment in the workplace and give constructive feedback to candidates.
- Deliver training within the College environment for work based learners.
- To attend standardisation meetings for assessors and provide feedback relating to peripatetic assessment.
- To contribute to Internal Verification activities and provide appropriate feedback.
- To maintain accurate records of activities carried out within job role and to meet requests for information in a timely manner and ensuring timely achievement.
- To identify potential new business opportunities with existing customers and refer these to the Business Development Manager.

- **Ancillary duties**

The ancillary duties emanating from the role include but are not limited to: -

Planning, preparation, marking (including other forms of assessment), day to day communication with students for the purpose of guidance and support, administration including admissions, enrolment and registration, induction, individual learning plans, subject updating, personal development and teaching and learning innovation and improvement, develop customised learning materials, participation in course evaluation as appropriate, participation in the Maintaining Student Responsibility procedures as appropriate.

- To maintain and update curriculum and subject expertise and continuous professional development as required in effectively carrying out formal scheduled teaching responsibilities and assessor responsibilities.
- To oversee and monitor compliance in line with awarding body standards, the statutory duties and College policies and procedures with due regard to Health and Safety, Equality and Diversity and Safeguarding.

During their employment with the College the post-holder will be expected to conduct themselves in a manner appropriate to the professional image of the College. They will be expected to provide a prompt and efficient service and to maintain appropriate standards of personal appearance at all times.

The above duties are indicative of the requirements of the post at the time of recruitment. It is management policy that roles and responsibilities are reviewed on a regular basis leading to possible modifications where appropriate. Staff may be asked to undertake other duties as may be reasonably required commensurate with the post, at the initial place of work or at other locations from which the College operates.

The Person:

The successful candidate will be the one whose professional and personal qualities correlate most closely with the following profile:

	Essential/ Desirable	Method of Assessment
Qualifications		
Possession of a Level 3 advanced qualification with a minimum of 3 years industrial experience	E	A
Possession of a recognised teaching qualification/or readiness to undertake in-service training	E	A
Possession of Assessor/Verifier Awards or readiness to undertake in-service training	E	A
Level 2 qualification or equivalent in Numeracy and Literacy (or willingness to undertake and achieve within 2 years)	E	A
Skills and Experience		
Previous vocational experience in bricklaying and plastering	E	A
Previous teaching experience	D	A
Possession of relevant knowledge and expertise in Technology Enhanced Learning	D	I
A readiness to be flexible in relating to colleagues and the requirements of the post	E	I
Ability to relate professionally to students of all ages, background and ability	E	I
Willingness to contribute fully or as required, to the work of the Department and operate as an effective team member	E	I
Experience of assessing candidates in the workplace Knowledge of NVO's and the Apprenticeship framework	D	A
Resourcefulness and proficiency in managing students learning including all aspects of planning, delivery, assessment and feedback	E	I
Ability to evaluate self and course performance and a willingness to implement necessary adjustments	E	I
Ability to meet deadlines	E	I
Excellent organisational skills and record keeping skills	E	I
Full driving licence	E	A

Method of Assessment: A – Application, I – Interview, AS – Assessment

Salary:

£23,754.00 to £29,631.00 per annum

Summary of the Terms and Conditions of Employment:

The post is offered on the College's contract for Combined Lecturer Assessors.

The offer of a Combined Lecturer Assessor staffs terms and conditions is based on the requirement of the Combined Lecturer Assessor to complete up to 40% of their full time role during an academic year Assessing. This may vary from year to year and will be directed by your Line Manager.

The Combined Lecturer Assessors contract offered has many elements comparable with a Southport College's Lecturers contract of employment. This includes a normal working week of 35 hours and a holiday entitlement of 40 days (280 hours) plus Bank Holidays. In addition there are a possible 5 extra days (35 hours) holiday awarded at the discretion of the College for efficiency purposes.

Please note, that due to the elements of the Assessors part of the role, the Combined Lecturer Assessor may be required to assess during College holidays to meet the needs of the apprentice(s) and the employer(s). Annual leave therefore, may on occasion be allowable in term time. This will be at the discretion of the Line Manager and based on the needs of the organisation in a given academic year.

The post-holder will be eligible to contribute automatically to the Teachers' Pension Scheme.

Please note: Staffs principal place of work will initially be the Corporation's premises at Morningson Road. However, you may be required to work on either a temporary or an indefinite basis at any premises which the Corporation currently has or may subsequently acquire or at any premises at which it may from time to time provide services.

The postholder will be eligible to contribute automatically to the Teachers' Pension Scheme (subject to qualifying conditions). Details of the scheme in operation can be found in the vacancies area of the College's website.

During their employment with the College the postholder will be expected to conduct themselves in a manner appropriate to the professional image of the College. They will be expected to provide a prompt and efficient service and to maintain appropriate standards of personal appearance at all times.

A disclosure from the Disclosure and Barring Service (DBS), formerly the Criminal Records Bureau (CRB), may be requested in the event of a successful application to this post.

All applications for disclosures are dealt with in accordance with the DBS's Code of Practice. Copies of the Code are available from the Human Resource Services Department on request and/or the College's website on www.southport.ac.uk and the College's Intranet.

Southport College is committed to safeguarding and promoting the welfare of children and young people. Copies of the College's Child Protection and Vulnerable Adults Policy and Procedures are available on the College's website on www.southport.ac.uk and the College's Intranet.

Timetable for Appointment:

Deadline for receipt of applications: Friday, 25th August 2017 (12:00 noon)

Interviews will be held: within one month of closing date

Application Procedure:

An application form should be completed and supported by a letter of application, which succinctly but comprehensively identifies your reasons for applying and how your career to date may have equipped you for the post.

Completed applications should be returned by the above closing date to The Personnel, Southport College, Mornington Road, Southport PR9 0TT.

In the interests of economy you will not hear from us again unless you are shortlisted. Your interest in the post is greatly appreciated.