



## JOB DESCRIPTION

<b>POST:</b>	<b>Lecturer in Electrical Installation</b>
<b>GRADE:</b>	<b>Main Lecturer Pay scale, Points 3-15</b>
<b>SALARY:</b>	<b>On a point within the range. Salaries are reviewed annually.</b>
<b>DATE:</b>	<b>21<sup>st</sup> September 2017</b>
<b>PURPOSE OF THE POST:</b>	<b>To continually improve the learning experience and achievement of students through effective teaching and learning</b>
<b>RESPONSIBLE TO:</b>	<b>Head of Marchwood</b>

The post holder will be required to:

### TEACHING AND LEARNING

1. Teach and assess on a range of courses as agreed with the Head of Marchwood and/or relevant College managers.
2. Act as a Personal Tutor to students, if required.
3. Prepare and assess student work, monitor progress towards individual targets, keep records and provide timely reports/reviews to *learners*, parents, employers and College managers, as appropriate.
4. Work closely with other colleagues to respond to the needs of students.
5. Pay due attention to the principles of inclusive learning including:
  - individual learning styles;
  - support for students with learning difficulties and disabilities;
  - extension resources/activities for students of higher ability;
  - general resources, including the use of Information Learning Technology.
6. Contribute to the design, delivery and future planning and development of the curriculum.
7. Ensure that literacy and numeracy skills are developed through the programmes.
8. Contribute to the teaching/learning resource bank for the relevant programmes.
9. Maintain an up-to-date knowledge of developments in the relevant occupational sector and curriculum.
10. Organise and participate in relevant visits, field trips etc.
11. Attend and contribute to relevant meetings, including Enrolment/Open Events and Parents' Evening, as appropriate.
12. Advise and assist the Head of Marchwood and other team members in all matters related to the delivery of subject specialisms.

## QUALITY ASSURANCE

13. Ensure the implementation of appropriate quality assurance procedures in relation to teaching and assessment.
14. Contribute to the self-assessment process and take responsibility for relevant actions and targets in the development plan for the curriculum area.
15. Co-operate with the internal and external verification processes where applicable.
16. Participate in the College's Lesson Observation Scheme.
17. Gather and analyse feedback from learners and employers
18. Undertake professional development and training to contribute to individual and College development.

## OTHER

19. Undertake such duties as may be reasonably requested from time to time.

### The Post holder will:

- Give a high profile to equality of opportunity in all areas of activity, including compliance with the Equal Opportunities policy.
- Aim to provide a safe and secure environment for all our students in compliance with our Child Protection policy.
- Ensure compliance with the Disability Statement, including the need to notify Personnel of any changes in circumstances.
- Participate in the agreed scheme for staff development, training and appraisal and be committed to continuous personal and professional development.
- Carry out all duties with due regard to Health and Safety Regulations.
- Ensure compliance with the Financial Regulations of the College
- Ensure compliance with the College Computer & Telecommunication Systems regulations, policies and procedures.
- Notify Personnel of any changes in personal details, eg a change of name or address, car registration number, telephone number, next of kin/emergency contact details, etc.

This job description is current at the date shown but in consultation with the post holder it is liable to variation to reflect or anticipate changes related to the job.

Signature of post holder: \_\_\_\_\_

Date \_\_\_\_\_

## PERSON SPECIFICATION

**JOB TITLE:** Lecturer in Electrical

**POST NO:**

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>EDUCATIONAL QUALIFICATIONS / ATTAINMENTS</b>	Professional qualification in relevant subject area of Electrical Installation at level 3 Appropriate teacher training qualification (or working towards this) A1 (D32/33) Assessors Award Qualification	V1 (D34) Assessors Award Qualification Health & Safety qualification (NEBOSH)
<b>EXPERIENCE REQUIRED</b>	Excellent teaching skills and the ability to differentiate Able to manage learners and learning effectively Able to develop effective learning resources	Significant experience of working in the construction industry
<b>SPECIAL KNOWLEDGE OR TRAINING</b>	Knowledge and understanding of current developments in the construction industry Knowledge of appropriate health and safety requirements	Evidence of links with relevant curriculum networks Good IT Skills, notably Microsoft Office suite of applications.
<b>ABILITIES, SKILLS &amp; PERSONAL QUALITIES</b>	Ability to teach to a wide range of abilities, from Level 1 to Level 3 Willingness to undertake training and continuous professional development where appropriate Flexibility Effective communication skills Effective team player Evidence of working towards and achieving personal targets Good administrative and organisational skills Able to meet tight deadlines Able to handle pressure and a range of demands Supportive and positive approach to teaching Good-humoured, energetic and enthusiastic Ability or willingness to use E-learning applications to enhance effective learning and monitoring of student progress.	
<b>RELATIONSHIPS</b>	Excellent interpersonal skills Able to relate well to learners of all abilities and to assess learner needs Able to work well with colleagues	
<b>MOTIVATION</b>	Empathy with the development of 14-19 vocational education, training for employers/employees and collaborative partnerships. Empathy with and strong commitment to meeting the needs of individual students Commitment to take part in staff development and training Commitment to the mission and values of the College	
<b>SPECIAL CIRCUMSTANCES</b>	Full UK Driving Licence	Midas Licence