

JOB DESCRIPTION

Job title:	Lecturer in Plumbing and Gas
Accountable to (line manager):	Mark Winspear
	L29 – L33
Workload:	37 hours

Core expectations

- Ensuring Tone of Voice is consistent;
- Few rules and clear boundaries – an organisation concerned with student-focused decision making;
- Transparency, empowerment and accountability – a delegated model of authority as opposed to ‘command and control’;
- Decision making as near to the frontline as possible – responsive, learner focused.

Components of the job

1	Lead a course or courses and contribute to the review, planning and development of the curriculum.
2	Develop new courses, curricula and/or methods of delivery, in collaboration with employers, as appropriate.
3	Develop new teaching and learning materials.
4	To be responsible for student retention, attendance, achievement, success rates, value added, progression and destinations for named courses/cohorts of students.
5	Lead on the evaluation of provision through self-assessment and action planning
6	Plan and prepare schemes of work.
7	Formally teach on a range of courses through a variety of methods.
8	Devise and apply a range of assessment activities.
9	Verify and certificate work as appropriate.
10	Provide tutorial support and to support and guide learners as appropriate.
11	Contribute to the enrolment and marketing process for new and future learners including interviews, assessments, schools events and promotions.
12	Undertake initial and diagnostic assessment of students.
13	Monitor individual learning plans for learners and update them where necessary.
14	Line management as appropriate

General Expectations

1	Participate in annual appraisals and regular reviews of performance.
2	Undertake any personal development necessary to ensure effective performance in the role.

3	Undertake any additional duties that the line manager may require within the scope of the post.
4	Adhere to college and awarding organisations quality assurance processes
5	Commit to and uphold the college's environmental aspirations for sustainable learning provision

Departmental Specific Duties

1	Delivery of all aspects of Engineering related courses. To support apprenticeship delivery, recruitment and monitoring.
2	To support any 14-16 programmes within the CESI department
3	To provide classroom cover across CESI when required.
4	Provide management support as required.
5	Develop full cost provision and links with employers within this area.

Method of working

Redcar and Cleveland College expects all staff to work effectively, both as individuals and as part of a team, delivering high quality education and support to students and staff. In doing so, the College expects all staff to display all of the core competencies as defined in the performance and development appraisal arrangements and to conduct themselves in a manner which befits their professional status and responsibilities.

Public relations

Considerable importance is attached to the role the College plays in its various communities and specifically the relationships it has with schools, employers and other stakeholders. It therefore follows that all staff are expected to work to maintain and develop these relationships at every opportunity by positively promoting the work of the College and the role it can play in supporting the aims of its stakeholders.

This job description is a guide to the work the post holder will be required to undertake. In consultation with the post holder, it may be amended from time to time by the Corporation and/or Principal to meet changing circumstances. Specific targets and objectives will be agreed with the post holder and will be reviewed regularly as part of the performance management arrangements.

I acknowledge receipt of the above job description, detailing the duties and responsibilities of this post and confirm my acceptance of them.

Signed:		Dated:	
Print name:			

Personal Specification

Personal attributes required	Essential (E) or Desirable (D)
Qualifications:	
An appropriate academic qualification at level 3 (HNC minimum)	E
Teaching Qualification – Cert Ed / PGCE	E
Gas certification or a willingness to work towards.	E
Assessor Awards D32/33 or A1/2 / TAQA	D
Occupational skills and knowledge.	E
Knowledge of Awarding Bodies standards.	E
English and maths qualifications at level 2 (minimum)	E
Experience of working within an appropriate vocational or educational field with adults and young people.	E
Internal verification award or to be prepared to work towards	D
First Aid Qualification.	D
Knowledge of assessment methods and relevant recording systems.	D
Knowledge, skills and abilities:	
Good understanding of FE provision, apprenticeship standards and frameworks	E
Able to work flexibly and effectively as a member of the team.	E
Good interpersonal skills, both verbal, written and IT	E
Good literacy, numeracy and communication skills** or willingness to improve to recognised minimum levels with good IT and administrative skills.	E
Experience of undertaking formal employee assessment in the work place against NVQ or competency frameworks.	E
Ability to liaise with external organisations and community groups.	E
High awareness of Health and Safety issues.	E
Responsive, flexible and target driven.	E
Good time management and ability to meet deadlines.	E
Good organisational skills.	E
Other:	
Ability to work as a member of a team with the ability to lead as well as support to achieve positive outcomes	E
Confident, positive and enthusiastic attitude to all of the College's business operation.	E
Evidence of ongoing commitment to professional development and a willingness to undertake staff development and training as required	E
Excellent record keeping and attendance.	E