

## **JOB DESCRIPTION**

<b>General Details</b>	
<b>Job Title</b>	<b>Construction Lecturer</b>
<b>Vacancy Number</b>	<b>VN573</b>
<b>Department</b>	<b>Construction</b>
<b>Reporting to</b>	<b>Learner Manager</b>
<b>Responsible for</b>	<b>No direct reports</b>
<b>Place of work</b>	<b>Telford College</b>
<b>Tenure</b>	<b>Permanent</b>
<b>Hours/FTE</b>	<b>1 FTE / 37 hours per week</b>
<b>Salary</b>	<b>£24,201 - £36,311</b>
<b>Terms &amp; Conditions</b>	<b>Lecturer</b>
<b>DBS</b>	<b>Enhanced</b>
<b>Closing date</b>	<b>Wednesday 15<sup>th</sup> December 2021 at 9am</b>
<b>Interview date</b>	<b>To be confirmed</b>

***Moral Purpose – Students first – a belief that all students can achieve and an unwavering commitment to pursue achievement for all.***

### **The Post**

The purpose of the post is to deliver outstanding teaching on a range of Construction courses, in fabrication and simulation. You will be required to teach learners studying on full time, part time, evening, and short courses, through an exceptional student experience leading to positive achievement outcomes.

Undertake a range of administrative and development duties that contributes to improving standards and achievements and the learner experience.

### **Main duties and responsibilities**

The successful applicant will be expected to:

- Undertake teaching duties within established Course Teams and be able to offer subjects in a range of Construction trades and disciplines.
- Participation in course development and delivery. This will include short term and long term curriculum planning, the preparation of assessment materials and strategies, the drafting of schemes of work in conjunction with other members of the Course Team and a commitment towards a flexible method of delivery to encourage greater accessibility to courses.
- To have an ability to deliver and assess Vocational and National Vocational Qualifications levels as required.
- To act as a personal tutor for groups of full-time or part-time students. This will include the completion of student progress files on college systems
- To integrate and map functional skills within the curriculum.

- To provide constructive feedback on English and Maths to students in the context of their vocational assignments.
- To contribute to the development and implementation of flexible learning materials across the curriculum area.
- To participate in the enrolment, information and parent evenings.
- Deliver and teach a range of construction courses to full and part time learners to agreed success targets.
- Regularly review and monitor the attendance and progress of learners and follow up as required to ensure learners achieve their targets.
- Carry out, collate and feedback initial and/or diagnostic assessments to identify students' ILP and support as required, providing differentiated learning strategies to enable students to achieve their primary learning goal.
- Provide assignment and assessment material appropriate to each specific programme.
- Evaluate and assess (formative and summative) the work of learners in relation to the curriculum criteria and provide timely constructive and helpful learner feedback.
- Maintain quality systems related to the teaching of a range of construction including designing work schemes, lesson plans, assessment plans and assessment activities.
- Update and maintain electronic documentation to support teaching and learning, assessment and tracking of learner progress.
- Attend curriculum meetings and contribute to the continual quality improvement mechanisms (e.g. maintenance of course files, timely updating of ILPs on ProMonitor).
- Develop quality resources (including e-resources) which support the development of modules for construction.
- Actively develop and use new technology in teaching, learning and assessment.
- Prepare and enter learners for exams in a timely basis.
- Liaise with the Curriculum area and Learner Manager including attending IV and standardisation meetings.
- Actively support the embedding of construction trade disciplines into vocational area and participate in curriculum development regarding the teaching and learning of construction.
- Keep up to date with current developments and adapt to changes in the construction sector.
- Share in responsibility for ensuring good standards of student's behaviour and take appropriate disciplinary action when liaising with course tutors.
- Take an active part in the recruitment of learners providing appropriate advice and guidance.
- Liaise whenever appropriate with feeder schools and support agencies.

- Contribute to the advice and guidance and assessment of prospective learners, e.g. student interviews and open days.
- Contribute to course marketing activities.

### **Other Corporate Responsibilities**

- Reflect the vision, mission, aims and values of the College.
- Always strive for continuous improvement in your professional practice and delivery of outcomes.
- Commit to the safeguarding and promotion of the welfare of children, young people and vulnerable adults.
- Participate in the College's Performance Development Review and engage in continuous professional development.
- Continually improve teaching, learning and assessment through proactive CPD and sharing best practise.
- Support enrolment procedures as appropriate and cover for absent colleagues as appropriate.
- Be compliant with Data Protection Act arrangements and confidentiality.
- Identify the financial, health and safety, equality, safeguarding, confidentiality or other risks associated with the post's sphere of responsibility and to define and take positive action to manage these risks.
- Carry out such other duties as may reasonably be required from time to time.

*This role description is current as the date shown. It is liable to variation to reflect changes in the role, priorities and circumstances.*

## PERSON SPECIFICATION

### EVIDENCE KEY

<b>A</b> =	Application
<b>I</b> =	Interview
<b>R</b> =	References
<b>T</b> =	Test
<b>P</b> =	Presentation
<b>C</b> =	Certificate
Or a combination	

	<b>Essential</b>	<b>Desirable</b>	<b>Evidence</b>
<b>1.</b> A Level 3 or above in a Construction related trade area.	✓		A/C
<b>2.</b> A relevant Teaching qualification or willing to undertake such training	✓		A/C
<b>3.</b> Membership of a recognised professional body		✓	A/C
<b>4.</b> Possession of an assessor qualification		✓	A/C
<b>5.</b> Experience of teaching BTEC, NVQ's or City & Guilds	✓		A/I
<b>6.</b> Experience of teaching in a range of the following subject areas: Brickwork, Plumbing, ,Carpentry and Joinery, Painting and Decorating	✓		A/I
<b>7.</b> Relevant experience in the industry	✓		A/I
<b>8.</b> Knowledge and experience of vocational skills	✓		A/I
<b>9.</b> Good IT skills	✓		A/I
<b>10.</b> Experience of working in a teaching or training environment	✓		A/I
<b>11.</b> Experience in Bricklaying, Joinery and/or General Construction Maintenance	✓		A/I
<b>12.</b> Experience of working within a team		✓	A/I

<b>13.</b> Good interpersonal skills at an individual or group level		✓	I
<b>14.</b> Flexibility, stamina and a sense of humour		✓	I
<b>15.</b> An understanding of and commitment to diversity and equality of opportunity	✓		I
<b>16.</b> Knowledge and/or competencies of health and safety as relevant to the post and a commitment to safeguarding the health and safety of learners and others	✓		I
<b>17.</b> Level 2 qualification (GCSE A* - C, or equivalent) in maths and English or a willingness to attain these qualifications with the support of the College	✓		A

## **ADDITIONAL INFORMATION**

### **Conditions of Appointment**

All Appointments to the College are subject to:

- Verification of relevant qualifications
- Receipt of references considered suitable by the College
- Verification that you are legally permitted to work in the United Kingdom
- Disclosure & Barring Service (DBS) Checks

The College's policy is to have an enhanced disclosure check for all posts. As an organisation using the Disclosure & Barring Service (DBS) to assess applicants' suitability for positions of trust, the College complies fully with the DBS Code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed. The College has a written policy on the recruitment of ex-offenders which is available from Human Resources.

### **Equality and Diversity**

The College is an equal opportunities employer and encourages applications from all sections of the community.

The College welcomes applications from persons with disabilities and will interview any person with a disability who meets the essential criteria for the role as outlined in the person specification.

### **Safeguarding**

The College is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment.

### **Location**

The postholder will be required to carry out their duties on the College premises.

