

## **Colchester Institute Job Description**

<b>Job Title:</b>	<b>Lecturer in Plumbing</b>
<b>Regulated Activity:</b>	<b>Yes</b>
<b>Responsible To:</b>	<b>Work Based Learning Manager Mechanical and Electrical Services</b>
<b>Line Management of other staff:</b>	<b>No</b>
<b>Location:</b>	<b>Colchester</b>
<b>Salary:</b>	<b>Range L30-37</b>

### **Purpose Statement:**

To teach plumbing and associated subjects within both practical and theoretical environments and to complete assessments in the workplace in accordance to awarding body requirements.

To undertake course leadership and curriculum development duties within the subject area

### **Main Duties & Responsibilities:**

<b>1</b>	To prepare teaching/learning materials.
<b>2</b>	To conduct teaching/learning activities appropriate to the needs of individual students, courses and the curriculum, keeping attendance records and maintaining student discipline.
<b>3</b>	To set, mark and record relevant coursework and assessments.
<b>4</b>	To counsel and guide students in respect of their academic progress and, as appropriate, their pastoral concerns and needs and making referrals to specialist services as appropriate; contributing to student reports and references as required.
<b>5</b>	To contribute to the work of subject and programme teams, committees and boards, as appropriate.
<b>6</b>	To, at all times, maintain high expectations of learners work, commitment, and behaviour, taking action to ensure the highest of standards are met.
<b>7</b>	To continuously evaluate and improve the quality of learning and teaching within your sessions utilising and engaging with the college's development and observation programmes.
<b>8</b>	To contribute to the development of curricula and specialist facilities within the area.

9	To actively promote the Institute's programmes, attend open evenings, parents evenings, careers events, school visits and similar marketing and publicity activities.
10	To maintain and extend links with external organisations as appropriate.
11	Adhere to and promote the College's Safeguarding, Equality & Diversity, College Values and Health and Safety policies and practices.
12	To undertake any other associated duties determined by the college.

*This job description is current as the date shown. It may be amended in any way following consultation with the post holder to take account of changes or anticipated changes in the organisation or management of Colchester Institute*