

Job Description

Job Title:	Lecturer in HE Construction – Course Leader
Responsible To:	Head of School: Applied Technologies
Line Management of other staff:	No
Location:	Colchester
Salary:	£36,274 - £39,620
Date of last review:	June 2024

Purpose Statement:

To undertake course leadership for the BSc (Hons) Construction Management Degree, to assist in the development of provision in the area and perform other duties associated with the role of a Band 2 Lecturer.

Main Duties & Responsibilities:

1	Comprehensive teaching responsibilities (designing schemes of work, module guides, assessing, preparation, delivery, marking, leading on student guidance and selection procedures, individual student tutoring and marketing/promoting courses/attending Open Events).
2	Higher Education course leadership elements as associated with a Band 2 Lecturer role, including related pastoral, administrative, recruitment, apprenticeships and curriculum development as part of the School of Applied Technologies core team.
3	Work with the Head of School to ensure a sustainable curriculum is being offered and developed to ensure UCC courses are proactive to regional and national employment demands.
4	Lead on modelling best practice through the development of subject curricula to include technology enhanced learning and innovative delivery methods.
5	Enhance the quality of programme and subject delivery, using the College quality assurance systems and contribute to the work of appropriate committees and boards.
6	Apply Colchester Institute Health and Safety Policy and model best practice at all times.
7	To develop and update personal professional expertise in relevant areas.
8	Adhere to and promote the College's Safeguarding, Diversity, Equity & Inclusion, College Values and Health and Safety policies and practices.
9	Accountable for course structure complying with awarding body and validating partner requirements.
10	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

Person Specification

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Qualifications	Essential	Desirable	How is this assessed?
GCSE grades 9-4 (C or above) in Maths and English.	✓		A
Honours Degree or higher in Construction.	✓		A
A recognised teaching qualification.	✓		A
Assessor/Verifier awards.		✓	A
Membership of a relevant Professional Body.		✓	A
Experience	Essential	Desirable	How is this assessed?
Experience in the commercial sector and evidence of recent engagement with industry.	✓		A / I / P
Experience of managing and motivating students.	✓		A / I
Experience of teaching, learning and assessment in a Higher Education environment.	✓		A / I / P
Experience of course leadership.	✓		A / I
Experience of significant curriculum development and improving quality assurance systems.		✓	A / I
Experience of research and/or publications.		✓	A / I / P
Knowledge and Skills	Essential	Desirable	How is this assessed?
Knowledge of apprenticeship programmes.		✓	A / I
Very high levels of computer literacy in order to model best practice with an ability to use spread sheets, PowerPoints, databases, team sites, etc.	✓		A / I / P
An ability to teach a range of modules related to Construction Management at undergraduate level.	✓		A / I / P
Demonstrate ability to plan and deliver creative and imaginative sessions with a clear focus on the needs of the individual learner.	✓		A / I / P

Able to follow own initiative to work in the best interest of the programme and share best practice.	✓		A / I
Ability to follows College procedures.	✓		A / I
Works to a high degree of accuracy.	✓		A / I
Meets targets/objectives and timescales.	✓		A / I
Willingly takes on new tasks.	✓		A / I
Adapts to meet changing requirements of the job and the College.	✓		A / I
Ability to write high quality reports e.g. course annual monitoring.	✓		A / I
Ability to develop Degree Programmes.		✓	A / I
Excellent organisational skills.	✓		A / I
Proven ability to liaise effectively with internal and external stakeholders to enhance the quality of provision.	✓		A / I
Proven ability to work effectively in a team.	✓		A / I
Understanding and commitment to safeguarding the welfare of children and vulnerable adults, creating a safe learning environment.	✓		A / I
Personal Attributes	Essential	Desirable	How is this assessed?
A strong commitment to Equity Diversity, and Inclusion.	✓		A / I
Enjoys working collaboratively and seeking collaborative opportunities.	✓		A / I
Ability to work flexibly to meet changing needs and work demands.	✓		A / I
A willingness to undertake flexible hours as required.	✓		A / I
Continuously improving and commitment to own personal and professional development.	✓		A / I

KEY:

A	Application
I	Interview
P	Presentation/Micro-teach
T	Test