

Colchester Institute Job Description

Job Title:	Hourly Paid Teacher Building Maintenance and Construction (Wet Trades)
Regulated Activity:	Yes
Responsible To:	Projects and NCS Manager
Line Management of other staff:	No
Location:	Colchester
Salary:	Range E92-95

Purpose Statement:

To teach practical building maintenance and associated subjects to predominantly adult learners, specialising in wet trades including plastering, tiling and brickwork.

Main Duties & Responsibilities:

1	To prepare teaching/learning materials and quality documentation needed for the area.
2	To conduct teaching/learning activities appropriate to the needs of individual students, courses and the curriculum, keeping attendance records and maintaining workshop discipline.
3	To undertake a teaching role and participate in continuous professional development of teaching and learning.
4	To plan and conduct effective teaching appropriate to the needs of individual students, courses and the curriculum, keeping attendance records and maintaining the correct behaviours for learning, to support students in achieving their planned qualification, improving their literacy and numeracy and attaining their planned destinations.
5	To set, mark and record relevant coursework and assessments.
6	To track and monitor learner progress throughout the programme, provide feedback to managers, learners, parents, carers and employers.
7	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.
8	To contribute to the work of subject and programme teams, committees and boards, as appropriate.

9	To, at all times, maintain high expectations of learners work, commitment, and behaviour, taking action to ensure the highest of standards are met for all students.
10	To evaluate continuously and improve the quality of learning and teaching within your sessions utilising and engaging with the college's staff development, observation programmes and performance reviews.
11	To complete all associated administrative paperwork and duties accurately and timely to meet quality, funding and audit standards.
12	To lead and contribute to the development of curricula and specialist facilities within the area.
13	To develop, maintain and extend links with external organisations as appropriate.
14	To develop and update personal professional expertise in the relevant subject areas.
15	Adhere to and promote the College's Safeguarding, Equality & Diversity and Health & Safety policies and practices.
16	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