

Colchester Institute Job Description

Job Title:	Lecturer in Electrical Installation
Regulated Activity:	Yes
Responsible To:	Head of Mechanical & Electrical services
Line Management of other staff:	No
Location:	Colchester & Braintree
Salary:	Range 30-37 + a skills supplement of £3000

Purpose Statement:

To provide inspirational teaching on electrical installation courses to a range of students from level 1 through to level 3 apprentices and full cost programs. Undertake specified course leadership for electrical installation programmes.

Main Duties & Responsibilities:

1	Teach effectively across a range of electrical installation courses across the area including full time, work-based learning and full cost students. This includes designing schemes of work/learning plan, session plans, assessment material, preparation of resources, delivery, marking and student interviewing/guidance.
2	Comprehensive teaching responsibilities (designing schemes of work, assessing, preparation, delivery, marking, leading on student guidance and selection procedure, individual student tutoring and marking/promoting courses/attending open events)
3	Monitor standards of students' work against awarding body requirements and to work closely with the Student Engagement Manager. Clear expectations are given to students.
4	Further education course leadership elements as associated with Band 2 Lecturer role, including related pastoral, administrative and curriculum development responsibilities as part of the Areas' Mechanic and Electrical Services core team.
5	Provide effective personal and academic tutorial support for student groups through Individual Learning Plans as well as providing support and guidance to students during teaching, delivering and assessment activities.
6	Ensure the effective and efficient management and administration of the units taught and program of study requirements are met for a range of groups.
7	Maintain quality of provision by participating in ongoing internal verification procedures and processes and ensuring appropriate requirements for external verification, communicating outcomes to senior colleagues as required.
8	Lead on curriculum development in electrical installation through innovative approaches to the existing curriculum and the development of new areas of study.

9	Promote electrical installation courses at the College through school's liaison, open events and any other marketing and publicity activities as required.
10	Liaise and organise with industry/employer's quality work experience and enrichment opportunities e.g. live projects, talks and trips for students as part of the program of study for apprentices.
11	Lead on modelling best practice through the development of subject curricula to include Technology Enhanced Learning and innovative delivery methods.
12	Be responsible for undertaking quality monitoring and action planning on all aspects of the program, and supporting and mentoring team members.
13	Participate in periodic and annual evaluation procedures and processes and communicating outcomes to senior colleagues as required.
14	Work to promote and apply the College's safeguarding and Child protection policy and practices.
15	Adhere to and promote the College's Safeguarding, Diversity, Equity & Inclusion, College Values and Health and Safety policies and practices.
16	Undertake such other duties as may be required by or on behalf of the Colchester Institute provided that they are consistent with the nature of the post.

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

Colchester Institute Person Specification

Position: *Lecturer in Electrical Installation*

	Essential	Desirable	How is this assessed?
Qualifications			
A level 3 electrical installation qualification (or equivalent) including an NVQ and AM2.	✓		A
Minimum of Level 2 qualification in English and Mathematics GCSE 4+ or C and above / CSE Level 1 / O-Level C or above / Level 2 Adult Numeracy or Literacy or equivalent	✓		A
Teaching qualification or a willingness to achieve in post	✓		A
Assessors award (TAQA) or a willingness to achieve in post.		✓	A
Internal Quality Assurance award at level 4 or a willingness to achieve in post		✓	A
Level 5 Teaching Qualification		✓	A
Experience			
Experience of delivering and managing student groups/program	✓		I / P
Experience of undertaking a pastoral role and effectively using individual learning planning to raise achievement	✓		A / I
Experience of managing and motivating young learners	✓		I
Evidence of relevant Continual Professional Development (CPD) and use of technology to enhance learning	✓		A / I
Experience of teaching electrical installation courses especially at level 3		✓	A
Experience of teaching full-time 16-19yr students		✓	A
Knowledge and Skills			
Good communication skills including written, oral and presentation skills	✓		I
Good IT skills	✓		I

Proven ability to enthuse and inspire FE learners using a range of innovative teaching and learning techniques	✓		I
Proven ability to effectively manage the key quality aspects of a program and to put in place actions to aid improvement	✓		I
Evidence of a strong commitment to assessment for learning through effective monitoring and feedback to student on their progress	✓		I
Proven ability to make strong industrial links to support curriculum design and vocational relevance.	✓		I
Personal Attributes			
An understanding of safeguarding and a commitment to creating a safe learning environment	✓		I
A strong commitment to diversity, equity and inclusion	✓		I
Ability to work flexibly to meet changing needs and work demands	✓		I
A willingness to travel to other sites if required	✓		I
A willingness to undertake flexible hours as required.	✓		I
Plan, organise and supervise students on trips including overseas.	✓		I

KEY:

A	Application
I	Interview
P	Presentation/Micro-teach

