

College of Haringey, Enfield and North East London Job Description and Person Specification

Post:	Lecturer in Electrical
Contract:	Full Time, Permanent
Hours:	35 hours
Reporting to:	Curriculum Manager
Grade:	Teaching and Training
Salary:	£28,846 - £41,095 per annum (Depending on qualifications and experience)

Key Purpose

You will be responsible for providing effective teaching, support, tutoring and assessment to students undertaking Electrical courses.

Main Duties and Responsibilities

- Teaches groups including associated preparation and marking.
- Arranges, monitors and supervises learners on student work programmes, educational visits and field trips
- Designs and prepares learning materials
- Assesses students, including formative and summative assessments, internal verification and supervision of examinations.
- Maintains and provides records and statistical checks in relation to own teaching, including enrolment checks, attendance records and the like.

Tutoring

- Participation in inducting students
- Providing educational and welfare guidance
- Following up student absence and tracking their course work
- Acting as the focal point in the maintenance of student discipline within the context of the College student disciplinary procedure
- Understanding exit interviews with students
- Preparing administrative returns and reports as may be needed in relation to students, including destination records
- Writing student references



- Completing UCAS and other forms with students
- Participates in activities to publicise courses
- Assists in planning and developing courses and course materials.
- Participates as a member of one or more course teams in employer liaison (as appropriate), maintaining standards and targets, reviewing and evaluating course provision and joint action planning
- Provides advice and guidance to prospective students together with interviewing and APL work
- Participates in student enrolment and induction

Other Duties and Responsibilities

- To plan, manage and ensure the effective deployment of the resource requirements for the services that are the responsibility of the role
- Promotes and implement all College policies, particularly those which refer to health & safety, equality of opportunity, maintain standards of student behaviour and Safeguarding young people and vulnerable adults
- Participates in College programmes of staff appraisal and continuing professional development
- Develop effective working relationships internally and with external partners
- To operate at all times in line with the College's values and behaviours
- Undertakes other duties as may reasonably be required in the interests of the efficient functioning of the College

All teaching staff at the College are expected to support students to develop their English and Maths skills, using teaching, learning and assessment opportunities within the curriculum or through the delivery of Additional Learning Support, to do so. You will be expected to mark students' work carefully and thoroughly, giving advice on how it could be improved, and also correcting spelling, grammar and vocabulary when necessary.

Newly appointed staff without a Level 2 English and Maths qualification will be supported with in-service training to develop their professional skills to enable them to confidently develop the English and Maths skills of their students.

N.B. This job description is designed to outline a range of main duties that may be encountered. It is not designed to be an exhaustive listing of tasks and can be varied in consultation with the post holder in order to reflect changes in the job or the organisation.

Person Specification

	Essential Criteria	Desirable Criteria *
QUALIFICATIONS (Educational and Vocational)	Possess a degree in an appropriate subject area	
	Possess a Level 2 qualification in English and Maths or a willingness to achieve within a specified period	
	Possess or be actively studying for a teaching qualification or equivalent at minimum	
PREVIOUS EXPERIENCE/ JOB KNOWLEDGE	Relevant industrial experience in the area concerned	
	Pastoral or equivalent experience and understanding to support the broad needs of students	
	Understanding and experience of curriculum development and innovation and developments in contemporary education	
	Understanding of relevant Health and Safety requirements	
SKILLS (Competencies and Aptitudes)	Ability to work as part of a team and on own initiative	
	To have excellent oral and written communication skills	
	Ability to teach on a range of courses in the subject area	
	Ability to provide learning and tutorial support for students	
	Ability to promote and recruit for courses	
	To have a high level of organisational and administrative skills	
SAFEGUARDING YOUNG PEOPLE AND VULNERABLE ADULTS	Competent IT and keyboard skills	
	An understanding of and commitment to safeguarding young people and vulnerable adults. <ul style="list-style-type: none"> • motivation to work with children/young people/Vulnerable adults • ability to form and maintain appropriate relationships and personal boundaries with children and young people/vulnerable adults • emotional resilience in working with challenging behaviours • attitudes to use of authority and maintaining discipline 	
OTHER FACTORS/ ADDITIONAL REQUIREMENTS	An understanding of and commitment to equality of opportunity	