

Colchester Institute Job Description

Job Title:	Lecturer in Groundworks
Regulated Activity:	Yes
Responsible To:	Business Delivery Manager – Construction & Engineering
Line Management of other staff:	No
Location:	Colchester
Salary:	Range L30-37

Purpose Statement:

To undertake course leadership and curriculum development duties within the department. This role is to teach and assess a range of further education subjects associated with Groundworks and the construction sector.

Main Duties & Responsibilities:

1	To prepare teaching/learning materials.
2	To conduct teaching/learning and assessment activities appropriate to the needs of individual students, courses and the curriculum, keeping attendance records and maintaining student discipline, speaking with employers and other stakeholders.
3	To set, mark and record relevant coursework and assessments.
4	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.
5	To contribute to the work of subject and programme teams, committees and boards, as appropriate.
6	To, at all times, maintain high expectations of learners work, commitment, and behaviour, taking action to ensure the highest of standards are met.
7	To continuously evaluate and improve the quality of learning and teaching within your sessions utilising and engaging with the college's development and observation programme.
8	To contribute to the development of curricula and specialist facilities within the department.

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	To participate in the college's performance and development review scheme.
12	To develop and update personal professional expertise in the relevant subject areas.
13	To develop and update personal professional expertise in the relevant subject areas.
14	Adhere to and promote the College's Safeguarding, Diversity, Equity & Inclusion, College Values and Health and Safety policies and practices.
15	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

Colchester Institute Person Specification

Position: Lecturer in Groundworks

	Essential	Desirable	How is this assessed?
Qualifications			
Education to level 3 or above and/or a professional qualification in relevant subject area or equivalent.	✓		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 willingness to complete within 3 years.	✓		A / I
BTEC Higher National Cert or an equivalent level 4 qualification in a construction related discipline.		✓	A
Assessor/Verifier Awards		✓	A
Experience			
Significant industrial experience within the ground working / civil engineering sector.	✓		A
Supervisory experience and / or experience in dealing directly with customers, clients or students.	✓		A
Experience of working with young people.	✓		A / I
Teaching experience.		✓	A / I
Course Leadership experience.		✓	A / I
Knowledge and experience of curriculum development.		✓	A / I
Experience of inspiring, challenging and stretching learners during delivery.		✓	I
Knowledge and Skills			

Excellent interpersonal, oral and written communication skills.	✓		I
Empathy with young people.	✓		I
High commitment to teaching young people and the ability to stretch and inspire them during learning.	✓		I
Good team working skills particularly the ability to work closely and effectively with other staff.	✓		I
Proactive approach to work and the willingness to take on new and challenging tasks.	✓		I
Able to work without supervision.	✓		I
Committed to safeguarding the welfare of children and vulnerable adults, creating a safe learning environment and an understanding of the safeguarding practices.	✓		I
Able to undertake workplace assessment.		✓	I
Personal Attributes			
Ability to travel between campuses as required.	✓		I
A strong commitment to diversity, equity and inclusion	✓		I
Enjoys working collaboratively and seeking collaborative opportunities	✓		I
Ability to work flexibly to meet changing needs and work demands	✓		I
Continuously improving and commitment to own personal and professional development	✓		I

KEY:

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

