

Job Description

Job title: Lecturer - Electrical Engineering

Reports to: Curriculum Manager

Responsible for:

Grade: Lecturer Salary Scale- 15-36

Purpose

All lecturers employed by Barking & Dagenham College are expected to subscribe to our shared value set and our leadership behaviours, which are intended to deliver our vision which is:

A truly great college – passionate about success

Main duties and responsibilities

Main Duties

Teach and assess on one or more of the courses delivered, or serviced, by the curriculum area and contribute to the development of existing and new, innovative provision, including the implementation of motivational, flexible and blended learning and cost-effective teaching and learning styles.

Complete the administrative work associated with teaching efficiently and effectively, including timely completion of registers (which are auditable documents and a requirement by law), lesson planning documentation, schemes and records of work, E-ILPs, learner tracking and monitoring documentation and various forms of learner progression sheets.

Develop and implement learner-centred, learner assessment strategies in accordance with college policies (which place learners at the centre and emphasise the significance of constructive and developmental feedback for successful learning). Awarding Body assessment requirements must also be followed rigidly.

Adopt a consistent and constructive approach in dealing with learner discipline in accordance with the college's learner support and disciplinary policy.

Adopt procedures and practices to create safe working environments and enforce any health and safety standards in the area of work, ensuring all learners understand and comply.

Ensure that equipment and materials are treated with respect by classes for which they are responsible and that laboratories, computing rooms and other teaching areas are left clean and tidy.

Keep abreast of developments in their specialist field/subject area, especially in the theory and practice of education and the latest industry/sector training requirements/-standards.

Participate fully in staff learning and development activities, including teaching, learning and assessment practices, lesson observation and peer reviews, motivational dialogue as part of coaching/tutoring for learners, and undertake training or re-training and the acquire essential qualifications.



Undertake personal coaching / tutorial and pastoral responsibilities for designated learners in order to support learners in their own development and their future progression.

Participate in the marketing, recruitment, selection and interviewing processes for new learners and actively be engaged in induction activities for new learners.

Be an active course team member and participate fully in meetings, career conventions, staff learning and development training sessions, conferences, seminars, open evenings and learner assessment/progression evenings, in addition to teaching and administrative responsibilities.

Organise and take part in study trips with students, locally and abroad, to enrich their learning experience.

Participate in the curriculum area's cover rota by covering for absent colleagues.

Represent the curriculum team, or curriculum area or directorate on college committees, and/or working parties.

Keep up-to-date with Quality improvement and enhancement initiatives and be aware of, and meet, service standards for the curriculum area. For success rates, the aspiration is to acquire a minimum of 80% success rate for Long and All qualifications.

Be an ambassador for the college and propose any ideas that may help to promote and extend the College's reputation and its business efficiency.

Work flexibly, which may include evening and weekend work. Evening work may be teaching or evening duty.

Main duties and responsibilities

Main Duties Continued

Be available to assist in other events for the college, including extra enrolment activities, Open Events, which may require additional hours including evenings and weekends.

Perform other duties as may be required by the Principal, Vice Principal, Assistant Director, Curriculum Manager/ Curriculum Team Leader or their representatives in order to ensure the efficient functioning of the college, living the college's values and behaving in accordance with our leadership behaviours.

As a list of general duties, the above is not exhaustive. The work of the Faculty as a whole is expected to develop and the holder of the post will be required to work flexibly with colleagues to facilitate this development.

Safeguarding Children and Vulnerable Adults

Understand and comply with Safeguarding legislation and ensure that best practice is embedded in all working practices as required

Commitment to Safeguarding and promoting the welfare of children and vulnerable adults, ensuring that this commitment is demonstrated in all aspects of the role as appropriate

Health and Safety

The Corporation recognises and accepts its responsibilities as an employer to ensure, as far as is practicable, the health, safety and welfare of all its employees .

A copy of the Health and Safety policy can be located in electronic form on the Staff Intranet. You are responsible for familiarising yourself with the policy and adhering to the health and safety rules in the workplace

General

Be aware of, and comply with,

Understand and comply with all college policies, including the Policy to promote Equality of Opportunity

Assist as required during examination and enrolment periods

Be conversant with Health and Safety and Safeguarding requirements

Participate in the Staff Learning and Development, Review and Appraisal Scheme

Undertake such duties and/or hours of work as may reasonably be required of you, commensurate with your grade and general level of responsibility, at your main place of work or at any other establishment for which the College provides services

Information, Advice and Guidance

Use opportunities to develop the self-esteem and confidence of students when they seek help and support

Signpost or refer students to appropriate specialist support in a way that is free from direct or indirect discrimination and develops the students' trust in the College

Encourage the students' motivation and aspirations by providing information and advice that is personalised, impartial, unbiased and realistic especially during enrolment and tutorials

Additional Information

Candidates will hold a degree or professional qualification in an area relevant to the work in the College. They should also have a teaching qualification. Non-qualified candidates must achieve the preparing to teach award (PTLLS) within one year of the start of their employment with the college and the diploma in teaching in the lifelong learning sector (DTLLS) within five years, as outlined in the further education teachers' qualifications (England) Regulations 2007 and 2001. They must also be registered



legislations/competence standards relevant to the work of the Directorate

with the institute for learning (IfI). Teachertrained applicants must be able to show that they have participated recently in staff learning and development to update their teaching skills and to remain abreast of current development in

teaching, learning and assessment. All candidates need to have excellent teaching skills and substantial relevant teaching experience.

NB In consultation with you, this job description is liable to variation to reflect actual contemplated or proposed changes to your job.

Personal Specification – V2

Post Title: Lecturer - Engineering		- Engineering We will assess your match to the criteria from:		
Key: E – Essential D – Desirable		Appl. Form	Tests	Interviews
Education / Training				
Have a Level 3 qualification in the subject relevant to the course to be delivered. (E)		Y		Y
Possess a teaching qualification or be prepared to undertake a further education teaching qualification (E)		Y		Y
Experience				
Have recent and relevant experience of teaching subject to learners from Entry Level to Level 5. (E)		Y		Y
Evidence of recent substantial industrial experience (D)		Y		Y
Be prepared to become a member of the Institute for Learning and undertake CPD activities as required (E)		Y		Y
Skills and Attributes				
Ability to deliver excellent teaching, learning and assessment pedagogic practice (E)		Y		Y
Be able to deliver a variety of pedagogic strategies to suit a variety of learning styles (E)		Y		Y
Have the ability and interest to contribute to learner enrichment activities (E)		Y		Y
Possess excellent interpersonal and team development skills and have the ability to contribute to the team and its goals. Be able to work independently and as a member of the team (E)		Y		Y
Be well organised, reliable and punctual (E)		Y		Y
Possess good IT and administrative skills and be able to keep accurate tracking records of learners' progress, keep an up-to date schemes and records of work (E)		Y		Y

Post Title: Lecturer - Engineering	We will assess your match to the criteria from:		
Key: (E) – Essential (D) – Desirable	Appl. Form	Tests	Interviews
4. Knowledge and Understanding			
Enthusiasm for the subject and ability to impart this to motivate learners (E)	Y		Y
Have an awareness of health and safety regulations and how they apply to the post (E)	Y		Y
Be able to demonstrate knowledge of and commitment to equal opportunities and how to incorporate it into teaching and learning (E)	Y		Y
A clear commitment to the principles and practices of every child matters (ECM), equality and diversity and the safeguarding of children (E)	Y		Y
5. Safeguarding Children and Vulnerable Adults			
Understanding of Safeguarding Legislation and its application within the educational sector (E)	Y		Y
Commitment to Safeguarding and promoting the welfare of children and vulnerable adults (E)	Y		Y
6. Equality and Diversity			
An understanding of and commitment to all aspects of equality and diversity. (E)	Y		Y

How to apply:

For internal candidates:

<https://www.jobtrain.co.uk/barkingdagenhamcollege/internal/>

For external candidates:

<https://www.jobtrain.co.uk/barkingdagenhamcollege/>



www.bdc.ac.uk