

JOB DESCRIPTION

Job Title: Lecturer - Plumbing

Reports to: Head of Construction & Building Services

Direct Reports:

Overall Responsibilities:

- To prepare, deliver, assess and verify plumbing and heating on a range of courses and levels.
- To contribute pro-actively in the development of the Centre curriculum incorporating innovative teaching strategies.
- To support and guide students to achieve success and realise their potential.
- Manage students learning and provide a high quality learning experience.

Main Duties:

1. To teach effectively on a range of plumbing programmes, levels and qualifications, recognising and meeting student's individual needs.
2. To prepare schemes of work which are current and fully meet the awarding body requirements and criteria
3. To extend the students learning experience through developing and implementing appropriate vocational opportunities e.g. work experience and links with employers
4. Contribute effectively to curriculum development incorporating any alterations required due to awarding body or funding changes.
5. To update via cpd developments in subject specialism and course amendments and share expertise with plumbing colleagues.
6. Develop research and implement new learning materials so as to engage students in learning.
7. Undertake a range of theoretical and practical lessons to a variety of full and part time students on different plumbing qualification and varying levels.
8. Assess student's work effectively meeting awarding body standards and comply with internal verification and moderation.

9. Ensure all students behaviour is in line with Bedford College student code of conduct within and outside teaching areas.
10. Record and monitor students' progress, ensuring they meet the required standards and expected deadlines.
11. Update student's e-personal learning plan, highlighting any concerns or issues which may impact on their overall success, in conjunction with Course Managers and Personal Tutors.
12. Ensure learning environments are interesting and the learning experience includes diversity awareness and conforms to all Health and Safety requirements.
13. Participate in and contribute effectively at staff, and course meetings.
14. Interview potential students ensuring they meet the entry criteria and carry out internal assessments.
15. Complete accurately and to any required deadlines a range of administrative tasks relating to students and courses, to include enrolments, registers transfers and withdrawals meeting all funding requirements.
16. To be aware of and implement the statutory requirements for promoting and safeguarding the welfare of children and young people in the College.
17. Carry out effectively any other associated duties as requested by the Assistant Director.

Statutory duties:

- **Safeguarding**
To be responsible for promoting and safeguarding the welfare of children, young people and vulnerable adults and for raising any concerns in line with College procedures.
- **Equality and Diversity**
To be responsible for promoting equality and diversity in line with College procedures.
- **Health and Safety**
To be responsible for following health and safety requirements in line with College policy and procedures.
- **Training and development**
To participate proactively in training and development including qualification development required in the job role.

OCTOBER 2019

PERSON SPECIFICATION

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	Essential	Desirable
Qualifications/ Training	<ul style="list-style-type: none"> • Level 3 NVQ or Advanced Craft qualification in Plumbing and Heating • Willingness to achieve Certificate in Education or equivalent • A1, D32/33, or QCF Assessing qualification • Industrial qualifications-Un-vented Hot water, Water Regs, Energy efficiency • GCSE Maths and English grade A-C or equivalent 	<ul style="list-style-type: none"> • Certificate in Education or equivalent • Qualifications in Solar heating, Heat pumps, Rain Water Harvesting • V1 or similar verification award • Safeguarding training • Equality and diversity training • ECDL or ITQ Level 2 or equivalent • Current Gas safe standards e.g. CCN1, WAT1, CKR1 etc
Knowledge/ Experience	<ul style="list-style-type: none"> • Experience of current teaching and assessing on Level 1-2-& 3 Plumbing programmes • Experience and up to date knowledge of current Plumbing programmes and various levels 6189,6035,7202,8202 • Evidence of successfully teaching and training a diverse range of students and adapt accordingly to create a supportive environment for students. • Evidence of high performance in previous roles/jobs • Experience of working effectively with people from diverse backgrounds • Evidence of understanding how to promote equality and diversity within the job role • Evidence of high performance in previous roles/jobs • Evidence of understanding how to promote equality and diversity within the job role 	<ul style="list-style-type: none"> • Experience of working effectively in a customer focussed environment • Successful course leadership and management • Experience of developing and implementing multimedia approaches to learning

Skills/Abilities	<ul style="list-style-type: none"> • Ability to demonstrate excellent organisational skills and work effectively to deadlines • Ability to work in line with our Values of Student Focus High Performance Respect, Openness, Honesty and explain how this relates to the job role • Ability to achieve positive working relationships with staff cross-College • Ability to make a positive contribution to the team, valuing and respecting others' expertise and contribution • Ability to demonstrate strong interpersonal and influencing skills at all levels • Ability to promote the College's excellent reputation and carry out College business appropriately and professionally at all times • Ability consistently to create a welcoming and supportive environment for students and/or customers • Ability to communicate effectively and confidently face to face, on the telephone and in writing • Ability consistently to support a high quality learning experience for all students 	
Special Requirements	<ul style="list-style-type: none"> • Willingness continuously to update skills and knowledge • Awareness of health and safety requirements relevant to the job • Ability to demonstrate commitment to own continuing professional development • Flexible approach to work and working times • Responsibility for promoting and safeguarding the welfare of children, young people and vulnerable adults and for raising any concerns • Ability to form and maintain appropriate relationships and personal boundaries with children and young people and vulnerable adults 	

	<ul style="list-style-type: none">• Willingness to work at all locations where Bedford College provide a service	
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