

## JOB DESCRIPTION

### JOB IDENTIFICATION

<b>Job Title:</b>	<b>Lecturer in Plumbing and Electrical</b>
<b>Responsible To:</b>	<b>Head of Section</b>
<b>Department:</b>	<b>Construction</b>
<b>Grade of Job:</b>	<b>Hourly Paid</b>

### JOB ROLE

- Be responsible for the delivering and development of courses in Plumbing and Electrical over many levels and different awarding body criteria
- Undertake a teaching load, which is in line with agreed contract including evening classes
- To plan for, assess and give feedback to NVQ candidates, undertaking site visits, completing reviews and training plans.
- Engage with employers where appropriate
- Carry out internal verification duties
- To liaise and work co-operatively with organisations such as awarding bodies, professional organisations and placement providers.
- Contribute to the process of continuous improvement in the quality of teaching and learning.
- Work towards successful outcomes for students and a positive overall experience at Sandwell College.
- The post may involve working with external agencies, college partners, local businesses and employers to contribute to meeting the diverse needs of learners.
- Ability to work with learners who are at risk and implement fast track session to catch up missed learning

### KEY DUTIES

<b>No</b>	<b>Description of Duties</b>
<b>1</b>	Deliver specific programmes as directed by your line manager.
<b>2</b>	Participate in curriculum development and planning

3	Maintain appropriate records for both academic and administrative purposes
4	Carry out administrative duties in accordance with the general policy framework of the college.
5	Take responsibility of courses and course tutorship including personal tutoring
6	Assume joint responsibility within course teams for quality of course delivery.
7	Use Information Learning Technology (ILT) in the development of learning materials and use multimedia learning resources in the delivery of the learning experience.
8	Identify and develop materials suitable for teaching and learning purposes
9	Assist in the development of effective support systems for students on mainstream programmes
10	Support the expansion and development of the learning provision
11	Carry out academic duties in accordance with the general policy framework of the college.
12	Ensure effective communication takes place with management, staff, students, customers and clients
13	Support fully at all times the colleges aim and objectives
14	Ensure a high level of confidentiality at all times.
15	Undertake appropriate in-service training when required to do so

## Standard Clauses - all Job Descriptions

- To comply with the College's policies and procedures
- To comply with Sandwell College's safety policy and other safety procedures and guidelines are deemed part of the job description. Employees must look after their own Health & Safety and welfare and be mindful of other persons who may be affected by their acts.

## PERSON SPECIFICATION

**Job Title: Lecturer**

Candidates will be assessed for shortlist and interviewed against the following criteria.

Short listing criteria		Essential	Desirable
<b>1. Qualifications</b>			
1.1	Appropriate professional qualification in Plumbing and Electrical	X	
1.2	Hold a D32/33/A1/TAQA or working towards		x
1.3	Certificate in Education or Level 5 Teaching Qualification	X	
1.4	Hold a D34/V1		x
<b>2. Experience</b>			
2.1	Experience of excellent teaching and learning practice.	X	
2.2	Demonstrate experience of preparing and evaluating appropriate learning materials	X	
2.3	Experience of delivering relevant qualifications	X	
2.4	Knowledge of key skills/functional skills		X
2.5	Experience of internal verification/moderation	X	
<b>3. Skills/Abilities</b>			
3.1	Be able to work as part of a team	X	
3.2	Be able to present information to learners and colleagues using ILT	X	

3.3	Good organisational and administrative skills	X	
3.4	Ability to work under pressure	X	
3.5	Ability to inspire and motivate students	X	
3.6	Ability to teach using diverse methods and adapt to needs of particular student groups	X	
3.7	Ability to work with learner who are at risk and catch up session for those falling behind	X	
<b>4. Qualities</b>			
4.1	Willingness to work within a team to implement strategic policy	X	
4.2	Genuine understanding of and commitment to Equal Opportunities in practice, sensitivity to students, staff and client needs	X	
4.3	Prepared to actively participate in new developments	X	
<b>5 Other Requirements</b>			
5.1	UK Driving licence free of major endorsements and the use of a vehicle.	X	