

ASSOCIATE LECTURER IN WELDING

JOB SPECIFICATION

Salary:	£26.32 - £29.84 per class contact hour
Working Hours:	Various hours available
Area:	Construction, Automotive & Engineering
Reporting to:	Curriculum Manager
Location:	Bridgwater Campus
Closing date:	12 midnight, Sunday 15 August 2021

Job Purpose

To deliver highly effective teaching learning and assessment and support learners to maximise their potential and to make positive progress towards their timely success.

Successful candidates will have a professional qualification and/or industrial experience in **Welding and Fabrication**.

Job Responsibilities

Teaching Learning and Assessment

Plan, prepare and teach highly effective theory and practical lessons

Effectively use plans of learning and lesson plans in line with College policies and processes

Share teaching, learning and assessment good practice to enhance the learner experience through a range of activities including, Continuous Professional Development (CPD) and College Inspection Review (CIR) processes

Celebrate learners' and others' success

Work to ensure high levels of student attendance in all sessions and prompt completion of registers

Prepare cohesive assessment plans to support progress for all learners and track progress to ensure timely success

Set and mark assignments/examinations/assessments as appropriate

Set homework and extension activities, and provide timely feedback to support progress

Provide effective verbal and/or written feedback to support progress in line with awarding organisations' requirements and College processes

Facilitate work readiness activities with learners to support their development and progress

Work with learners to support continuous development of their English and maths skills

Maintain teaching files in line with College procedures

Participate in staff appraisals and staff development activities to ensure your knowledge is up to date and that your practice is continuously developing

Keep a Continuous Professional Development portfolio to record and demonstrate your own development

Complete all mandatory training as required in line with College expectations

Complete course/programme administration associated with your teaching responsibilities

Use and apply modern technology to enhance the learning experience for learners e.g. ILT, VLE and specialist software/resources

Work as part of the team to implement the department operating plan in line with the College strategic plan and contribute to strategic planning through meetings and consultation

Tutoring

Take responsibility for tutoring learners

Use the College disciplinary process as a positive way to support student success

Participate in learner interviews, taster days, 'keep warm' activities and welcome days

Support learners through enrolment and induction

Work as a personal tutor, co-ordinated by senior tutors, and engage with student services as required

Use value added data and systems to plan and support individual learner progress

Develop learners emotional, social and employability skills alongside their studies

Complete one to one tutorial with learners and record progress and outcomes on the Individual Learning Plan (ILP)

Support study programme learners to participate in and gain value from the cross College tutorial programme

Prepare learner reports and contribute to parent evenings or provide employers with progress updates and outcomes as appropriate

Quality

Listen to and collate 'learner voice' feedback to support action planning for continuous improvement

Ensure and maintain standards and quality by engaging with and using the College quality systems working alongside course leaders and curriculum managers

Participate in lesson observations and College Inspection Review activities to enhance the learner experience and support continuous professional development

Undertake the role of IV/IQA as required

Attend team meetings to standardise practice and share information

Contribute to the Self-Assessment Monitoring (SAM) process including a Quality Improvement Plan for the courses/programmes/subjects taught

Contribute to course approval process by providing subject specialist information

Continuous Professional Development

Participate in staff development activities to support Continuous Professional Development (CPD) and keep a Professional Development Portfolio (PDP) to evidence personal development and impact on practice

Actively participate in the College performance management processes, including appraisals to support personal and professional development and enhance the learner experience

Other

Attend Department, Area and College meetings as required

Contribute to and support delivery of the College strategic and operational plans

Ensure equality of opportunity and promote diversity in all aspects of College life with reference to Ofsted vulnerable learner groups and protected characteristics

Ensure all safeguarding policies and procedures are followed

Supervise learners conduct and comply with health and safety procedures ensuring the welfare of all of the learners under your care at all times

Any other duties connected with the post as are reasonably required from time to time

Qualifications/Skills/Knowledge/Qualities

The success of Bridgwater & Taunton College rests on a very strongly felt and shared set of values which determine its strategic direction. It is absolutely crucial that the successful candidate shares of values of student-centeredness, equality of opportunity and parity of esteem for staff and students. S/he must enjoy working within the team philosophy of the College and working collaboratively.

At Bridgwater & Taunton College we are:

- Passionate and excited about learning
- Inclusive and supportive
- Responsive to student, employer and community needs
- Always aspiring to the highest standards
- Professional and enterprising
- Innovative and creative
- Friendly and welcoming

The following criteria are used to shortlist applicants and assess candidates. Please show evidence of how you meet these criteria in your application.

Essential Criteria	How Measured
Hold a Level 3 Engineering qualification or equivalent	Application
Hold a teaching qualification or be willing to gain an appropriate qualification	Application
Sector/industry experience in Welding and Fabrication and/or evidence of specialist subject knowledge in key areas	Application/interview
Excellent communicator with highly developed interpersonal skills	Interview
Strong desire to be part of a high performing team and work collaboratively	Application/interview
Strong desire to see learners succeed	Application/interview
Clear understanding of the needs of learners and how these may be met	Application/interview
Willing and able to develop curriculum, teaching and learning materials in subject specialisms as part of continuous development	Application/interview
Strong IT skills	Interview
Desirable Criteria	How Measured
Hold an IQA qualification as needed	Application

Experience in teaching and learning	Application/interview
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Application Forms

Fully completed application forms should be submitted online by 12 Midnight, **Sunday 15 August 2021**. Please note that we are unable to accept CVs.

Unfortunately, due to the volume of applicants the College receives, we are unable to contact candidates who are not shortlisted for interview. Therefore, if you have not been contacted within four weeks of the post's closing date, you may assume that your application has not been successful on this occasion.

Interviews

Interviews have been scheduled for **Wednesday 25 August 2021**. Shortlisted candidates will be contacted shortly after the closing date.

Due to the current Covid-19 situation we are currently planning for interviews to take place remotely as much as possible, through a blended and flexible recruitment process. The College will be using Microsoft Teams to carry out virtual interviews.

Shortlisted candidates will be invited to interview and full details of the interview process will be sent in advance. This includes any preparation that may be required such as a microteach or the completion of a role specific task. Guidance will be sent to candidates accordingly.

Candidates who successfully complete the initial interview may be invited to attend a formal interview.

In some circumstances it may be necessary that candidates are invited to attend the Campus as part of the interview process. Please be assured that we will be taking all necessary precautions to keep both candidates and staff safe during this time.

CONDITIONS OF EMPLOYMENT

Pre-employment Checks

Any offer of employment will be subject to employment references, medical clearance and a satisfactory Disclosure and Barring Service (DBS) clearance (see below for further details of the disclosure procedure).

Working Hours

The exact working hours of each Associate Lecturer post are discussed with candidates/appointed staff. The nature of Associate Lecturer hours varies widely from a few hours each week to a normal maximum of 23 hours per week class contact time.

The College's normal full time day time working hours are from 8.30am to 5pm Monday to Thursday, and 8.30am to 4.30pm on Friday. In addition, some lessons continue into the evening, or may be at weekends. The sessions of teaching for Associate Lecturers will be discussed with individual candidates/appointed staff.

The hourly rate includes payment for class contact, preparing, marking, assessing and attending meetings, training and update sessions as required. It also includes attendance at open evenings, parent's evenings etc.

Salary

The College's usual policy is to appoint new staff at the starting point of the scale, however the College will consider matching an existing salary (within the scale for the job) subject to proof of current earnings.

Benefits

Staff will automatically become a member of the Teachers' Pension Scheme and pay contributions as determined by annual salary levels. The pension scheme is a defined benefit scheme and includes life assurance cover, and the College will also contribute towards your pension.

Continuous Professional Development (CPD)

Staff are entitled to 10 days off-site CPD for industrial updating, personal and professional development. All days should be booked, planned and agreed with your manager.

Equality & Diversity

Bridgwater & Taunton College is committed to the promotion of equal opportunities and is dedicated to pursuing non-discriminatory policies and practices and to eliminate unfair discrimination on any basis. This means that we are striving to ensure that no job applicant will receive less favourable treatment than another on grounds of gender, marital status, age, racial origin, disability, sexual orientation or political or religious beliefs.

Criminal Record Check via the Disclosure Procedure

The Rehabilitation of Offenders Act 1974 gives individuals the right not to disclose details of certain old offences when asked about their criminal record as they may be defined as 'spent'. There are exemptions to this if the individual is offered a post which involves contact with children or regular work at an establishment exclusively or mainly for children.

The post you have applied for falls into this category and, therefore, requires a criminal background check.

If a job offer is made you will be asked to apply for a DBS Disclosure Certificate. The Disclosure Certificate will contain details of current and "spent" convictions, cautions, reprimands or warnings held on the Police National Computer, excluding certain specified old and minor offences.

The DBS Disclosure will also indicate whether information is held on government department lists of those individuals who are barred from working with children or vulnerable adults (if applicable).

The information provided on the Disclosure certificate will be considered by the College to ensure that children and vulnerable adults remain adequately protected. Bridgwater & Taunton College wants to reassure candidates that a criminal record is not necessarily a bar on obtaining a position. Further information about Disclosure can be found at www.homeoffice.gov.uk/dbs