

Job Description

Job Title:	Lecturer in Electrical Installation
Responsible To:	Business Delivery Manager for Engineering & Construction
Line Management of other staff:	No
Location:	Colchester
Salary:	£32,238 - £39,620 per annum + Skill Supplement of up to £3,000
Date of last review:	May 2024

Purpose Statement:

To design, deliver and assess professional and technical electrical installation and renewables courses to delegates and students.

The successful candidate will play a pivotal role within a team of expert delivery staff and have a clear commitment to excellence in teaching and the ability to adapt delivery styles to maximise delegate success and satisfaction.

Programme delivery will be of varied length including short and very short courses and as such will not always align with traditional term time delivery expectations.

The development and delivery of new programmes aligned with emerging technologies, sector needs and local economic need will form a key part of this role.

To oversee formal assessment processes required by candidates to meet the sectors professional standards.

Main Duties & Responsibilities:

1	To plan and conduct teaching and learning activities appropriate to the needs of individual candidates, keeping attendance records and maintaining a positive learning environment at all times.
2	To prepare / tailor teaching and learning materials to meet and exceed student needs.
3	To track and monitor learner progress throughout sessions and provide effective feedback to enable learners to make good levels of improvement and progress.
4	To counsel and guide students in respect of their progress and, as appropriate, their pastoral concerns and needs, making referrals to specialist services as appropriate.
5	To create a highly enjoyable learning experience for candidates that both encourages and enthuses them to learn more and clearly demonstrates the personal benefits of their new knowledge.
6	To contribute to the work of subject, programme and project delivery teams as appropriate.

7	To, at all times, maintain high expectations of learner's work, commitment, and conduct, taking action to ensure the highest of standards possible are achieved by candidates.
8	To evaluate continuously and improve the quality of learning and teaching within your sessions utilising and engaging with the college's staff development, observation programmes and performance reviews.
9	To complete all associated administrative paperwork and duties accurately and timely to meet quality, funding, awarding body and audit requirements.
10	To represent the college professionally and positively at all times.
11	To develop, maintain and extend links with external organisations as appropriate including employers.
12	To continuously develop and update personal professional expertise in the relevant subject areas.
13	To contribute positively to the college's promotional events and general promotion of programmes to candidates, employers and other stakeholders.
14	To build and maintain strong relationships with professional clients and full-cost delegates, and employers, understanding their specific training needs and customizing programs accordingly. Provide exceptional customer service to ensure client satisfaction and repeat business
15	To develop and update personal professional expertise in the relevant areas.
16	Adhere to and promote the College's Safeguarding, Diversity, Equity & Inclusion, College Values and Health and Safety policies and practices.
17	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

Person Specification

Job Title: Lecturer in Electrical Installation

Qualifications	Essential	Desirable	How is this assessed?
A Level 3 electrical installation qualification (or equivalent) including an NVQ and AM2.	✓		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
Level 5 Teaching Qualification / completing within 3 years of employment or 3 years of the first available course.	✓		A / I
Assessors award (TAQA) or a willingness to achieve in post.		✓	A / I
Internal Quality Assurance award at Level 4 or a willingness to achieve in post.		✓	A / I
Experience	Essential	Desirable	How is this assessed?
Teaching or training experience in electrical installation with high levels of success, including the delivery of commercial (fee paying) professional programmes.	✓		A
Experience of successful programme / course management including the meeting of key performance targets.	✓		A
Experience of carrying out sector specific professional and formal assessment processes.	✓		A / I
Experience of liaising with employers and other stakeholders to facilitate the building of positive and professional relationships.	✓		A / I
Knowledge and Skills	Essential	Desirable	How is this assessed?
Excellent interpersonal, oral and written communication skills.	✓		I
Strong knowledge of sector specific professional standards and assessment processes.	✓		I

Proven ability to enthuse and inspire candidates using a range of innovative teaching and learning techniques.	✓		I
Ability to develop ideas and candidate-centred approaches in response to individual learning styles.	✓		A / I
E-Literate and able to effectively utilise ILT in the classroom, including social networking, Virtual Learning Environments (VLE) and e-tutoring.	✓		I
Evidence of a strong commitment to assessment for learning through effective monitoring and feedback to student on their progress.	✓		I
Understanding and commitment to safeguarding the welfare of children and vulnerable adults, creating a safe learning environment.	✓		A / I
Personal Attributes	Essential	Desirable	How is this assessed?
A strong commitment to Equity Diversity, and inclusion.	✓		I
Enjoys working collaboratively and seeking collaborative opportunities.	✓		I
High commitment to learners and the ability to stretch and inspire them.	✓		I
Ability to work flexibly to meet changing needs and work demands.	✓		I
Ability to travel to other sites or delivery locations if required.	✓		I
Drive to continuously improve and a clear commitment to own personal and professional development.	✓		I
Membership of professional bodies associated with the sector.	✓		I
Continuously improving and commitment to own personal and professional development.	✓		I

KEY:

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