

Job Description

Job Title:	Lecturer/Assessor in Electrical Installation
Responsible To:	Head of Mechanical & Electrical Services
Line Management of other staff:	No
Location:	Colchester/Braintree
Salary:	£32,238 - £39,620 per annum + Skill Supplement of up to £3,000
Date of last review:	July 2024

Purpose Statement:

An exciting hybrid role of teaching and onsite assessment. To provide inspirational teaching on a range of plumbing & gas subjects on level 3 apprenticeship courses and full cost programs. To carry out onsite assessments and make competency-based judgements.

Main Duties & Responsibilities:

1	Teach effectively across a range of Electrical Installation courses across the Area to Work Based Learning students. This includes designing schemes of work/learning plan, session plans, assessment material, preparation of resources, delivery, marking and student interviewing/guidance.
2	Carry out appropriate assessment activities including marking students' work, designing, and setting assessed/exam work. To undertake on site assessment and manage the portfolio of competency-based evidence for apprentices to ensure timely completions.
3	Monitor standards of students' work against awarding body requirements and to work closely with the Work Based Learning manager. Clear expectations are given to students.
4	Monitoring and completion of online portfolio work.
5	Provide effective personal and academic tutorial support for student groups through Individual Learning Plans as well as providing support and guidance to students during teaching, delivering and assessment activities.
6	Ensure the effective and efficient management and administration of the units taught and program of study requirements is met for a range of groups.
7	Assist the Work Based Learning Manager in leading and delivering the Electrical Installation standards.
8	Lead on curriculum development in Electrical Installation through innovative approaches to the existing curriculum and the development of new areas of study.
9	Promote Electrical Installation courses at the College through school's liaison, open events and any other marketing and publicity activities as required.
10	Liaise and organise with industry/employer's quality work experience and enrichment opportunities e.g., live projects, talks and trips for students as part of the program of study for apprentices.

11	Lead team meetings as appropriate.
12	Be responsible for undertaking quality monitoring and action planning on all aspects of the program and supporting and mentoring team members.
13	Participate in periodic and annual evaluation procedures and processes and communicating outcomes to senior colleagues as required.
14	To develop and update personal professional expertise in the relevant areas.
15	Adhere to and promote the College's Safeguarding, Diversity, Equity & Inclusion, College Values and Health and Safety policies and practices.
16	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/Assessor in Electrical Installation

Qualifications	Essential	Desirable	How is this assessed?
A Level 3 Electrical Installation to include an NVQ and an AM2 qualification (or equivalent).	✓		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
Relevant Teacher training / completing within 3 years of employment or 3 years of the first available course.	✓		A
Assessors award (TAQA) or a willingness to achieve in post.		✓	A
Internal Quality Assurance award at level 4 or a willingness to achieve in post.		✓	A
Level 5 Teaching Qualification.		✓	A
Experience	Essential	Desirable	How is this assessed?
Experience of delivering and managing student groups/program.	✓		I / P
Experience of undertaking a pastoral role and effectively using individual learning planning to raise achievement.	✓		A / I
Experience of managing and motivating young learners.	✓		I
Experience of carrying out site assessments and making competency-based judgements on an apprentices work to include: <ul style="list-style-type: none"> • Arrange onsite assessments • Carrying out Health and Safety checks Employer engagement • Initial Assessment Portfolio completion • Facilitating End Point Assessment 	✓		I / P
Evidence of relevant Continual Professional Development (CPD) and use of technology to enhance learning.	✓		A / I
Experience of teaching and assessing Electrical Installation courses at Level 3.		✓	A

Experience of teaching full-time 16-19yr students.		✓	A
Knowledge and Skills	Essential	Desirable	How is this assessed?
Good communication skills including written, oral and presentation skills.	✓		
Good IT skills.	✓		
Proven ability to enthuse and inspire FE learners using a range of innovative teaching and learning techniques.	✓		
Evidence of a strong commitment to assessment for learning through effective monitoring and feedback to student on their progress.	✓		
Proven ability to make strong industrial links to support curriculum design and vocational relevance.	✓		
Understanding and commitment to safeguarding the welfare of children and vulnerable adults, creating a safe learning environment.	✓		
Personal Attributes	Essential	Desirable	How is this assessed?
A strong commitment to Equity Diversity, and inclusion.	✓		
Enjoys working collaboratively and seeking collaborative opportunities.	✓		
Ability to work flexibly to meet changing needs and work demands.	✓		
Continuously improving and commitment to own personal and professional development.	✓		
A willingness to travel to other sites if required.	✓		
A willingness to undertake flexible hours as required.	✓		
Plan, organise and supervise students on trips including overseas.	✓		

KEY:

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