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### **Job Description**

###### Lecturer and Assessor – Electrical Installation

Title of Post: Lecturer and Assessor – Electrical Installation

School: Technical Apprenticeship School

Reporting to: Engineering Apprenticeship Standards Manager

Hours: 36 hours per week, 52 weeks per year

Grade: Academic Pay Scale pt. 24 – 36

Base: Uxbridge/Harrow College/Off site

# BACKGROUND

Our School of Technical Apprenticeships successfully prepares and supports apprentices in a wide range of careers, meeting the latest industry standards. Employer needs are central to our curriculum provision, and we are committed to equipping our apprentices with the knowledge, skills and behaviours for the future. We are committed to ensuring every apprentice maximises the opportunities offered to them.

As a Lecturer and Assessor you will be joining a professional and supportive team with a range of teaching and industry experience, committed to the success of our apprentices. With many training and development opportunities and scope for promotion within the College, you will be embarking on a varied and rewarding career. We will support you to develop your career in teaching, including fully funding the Level 5 teacher training qualification, which is undertaken at the College.

# MAIN PURPOSE OF THE POST

The main purpose of the job is to ensure the retention and achievement of apprentices through the delivery of good practice in teaching and learning. The Lecturer will teach, develop and improve Apprenticeship programmes in subjects and courses relevant to the post-holder’s knowledge, qualifications and experience.

# DUTIES

# Recruitment of Apprentices

* Participate in open evenings and recruitment activities to ensure that potential applicants and apprentices receive accurate information and guidance.
* Complete and contribute to the production of accurate information and fact sheets.
* Interview potential applicants and contribute to the College’s interviewing schedules.
* Contribute to the development, promotion and delivery of the team’s marketing and recruitment strategies.

# Induction and Support for Apprentices

* Carry out apprentices’ inductions and contribute to the design of induction programmes, ILP’s, skills scans and training plans.
* Produce course handbooks.
* Carry out academic progress reviews, including the completion of necessary documents.
* Where appropriate act as a named tutor and liaise with the College’s Attendance Co-ordinators to ensure the attendance, retention and achievement of apprentices.
* Understand and keep up-to-date with apprentice support and learning support arrangements, ensuring apprentices have full information and making appropriate referrals.
* Where appropriate ensure that basic skills initial and diagnostic assessments are undertaken and that apprentices receive effective learning support.
* Ensure that resources within your subject area are kept up-to-date and accessible to students and other staff in liaison with the curriculum managers and the College’s Learning Centres.
* Prepare apprentices for career progression and/ or further education and training.
* Produce reports and attend events to provide information to parents/ employers.

# Design and Delivery of Programmes

* Teach on a range of programmes in the relevant subject area.
* Prepare training plans, schemes of work, lesson plans and resource materials for teaching programmes.
* Utilise Onefile and IT and learning technology to deliver elements of the curriculum.
* Where appropriate integrate the delivery and assessment of Functional Skills into the curriculum.
* Prepare assessment plans and schedules via Onefile to ensure apprentices are aware of apprenticeship expectations.
* Assess apprentices’ progress regularly including the timely marking of work and giving feedback, both written and oral.
* Work towards the integration of apprentices basic skills’ development in the delivery of teaching and learning.
* To ensure that apprentices attend and achieve on all areas of their apprenticeship standard including maths and English.

# Curriculum Management

* Attend team meetings and College events as directed by managers.
* Keep records up-to-date, including the completion of registers, apprentices progress including OTJ and other required documentation.
* Liaise with colleagues to ensure that new members of staff are fully apprised of requirements.
* Participate in the College’s staff appraisal and mentoring schemes.

# Quality

* Carry out apprentices questionnaires and elicit apprentices feedback on the quality of teaching and learning.
* Contribute to programme reviews including reviews of your subject area and the setting, implementation and monitoring of action plans.
* Set targets for achievement, retention and attendance and participate in the College’s performance management programme.

# Other

* Keep knowledge and skills up-to-date through self-study and undertake staff development and secondments relevant to professional needs.
* Promote Equal Opportunities and implement the College’s Equal Opportunities Policy.
* Provide a secure, safe and friendly learning environment including implementation of College’s Health & Safety Policy.
* Complete all documents necessary to comply with College HR policies, e.g. agency lecturer booking forms, sickness forms, appraisal forms, etc. and ensure all staffing records are kept up-to-date.
* To work weekends and evenings as required.

* Carry out any other duties commensurate with the scale and grade of the post.

**ASSESSOR DUTIES**

1. Assess apprentices following Apprenticeship programs in electrical programmes in their workplaces and in College.
2. Monitor and review progress of apprentices in College and in the workplace
3. Liaise closely with workplace supervisors/mentors and college staff to support the apprentices with their achievements.
4. Maintain monitoring, control and assessment systems required to ensure quality assurance of the qualifications offered and awarding body requirements are met.
5. Develop apprenticeship assessment plans to observe the apprentice in the workplace.
6. Keep records of apprentices’ progress and ensure that all necessary documents are recorded on OneFile.
7. Comply with all administrative requirements in documentation, registration with awarding bodies and completion of information for internal verification.
8. Attend team meetings as required.
9. Promote information and participate in the processes for internal verification.
10. Actively develop links with potential employers to increase opportunities for student employment/placements.
11. Track trainees’ achievement and keep a record of this.
12. Attend College theory/practical/ Off the Job lessons for assessing and supporting the use of OneFile and the learner journal.

# Safeguarding Children and Vulnerable adults

# Understand and comply with Safeguarding legislation and ensure that best practice is embedded in all working practices as required.

# Commitment to Safeguarding and promoting the welfare of children and vulnerable adults, ensuring that this commitment is demonstrated in all aspects of the role as appropriate.

**Further Education is an ever-changing service and all staff are expected to participate constructively in College activities and to adopt a flexible approach to their work. This job description will be reviewed annually during the appraisal process and will be varied in the light of the business needs of the College.**

#### Lecturer/Assessor - Electrical Installation

##### Person Specification

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Essential** | Desirable | How assessed?\* |
|  |
| **Qualifications** * Qualified to a minimum Level 3 in Electrical Installation Apprenticeship
 | **✓** |  | Cert/AF |
| * An advanced level teaching qualification recognised by the FE sector (e.g DET, PGCE or equivalent)\*\* or willingness and ability to obtain one, supported by the College
 | **✓** |  | Cert/AF |
| * Assessor qualification, or willing to obtain one supported by the College
 | **✓** |  | Cert/AF |
|  |  |  |  |
| Knowledge and Experience |  |  |  |
|  |  |  |  |
| * Experience gained in the electrical installation industry
 | **✓** |  | AF/IV |
| * Teaching/training or assessing experience
 | **✓** |  | AF/IV |
| * Experience of assessing people in the workplace
 |  | **✓** | AF/IV |
| * An understanding of the Further Education sector,

 particularly the City and Guilds range of programmes |  | **✓** | AF/IV |
|  |  |  |  |
| Other Skills  |  |  |  |
| * Ability to engage and enthuse vocational learners aged 16-19
 | **✓** |  | AF/IV |
| * Good communication skills, written and verbal
 | **✓** |  | AF/IV/T |
| * Commitment to Equality and Diversity and Safeguarding in education
 | **✓** |  | AF/IV |
| * Good interpersonal skills
 | **✓** |  | IV/T |
| * Good classroom practice
 | **✓** |  | IV/T |
| * Ability to use IT/online learning within the curriculum, or willingness to develop IT skills
 | **✓** |  | IV/T |
| * Good administration/organisational skills
 | **✓** |  | AF/IV |
| * Tutoring experience
 |  | **✓** | AF |
| * Ability to work effectively as part of a team
 | **✓** |  | AF/IV |
| * Commitment to continuing professional development
 | **✓** |  | AF/IV |
| * Self-motivation
 | **✓** |  | AF/IV |
| * The ability to enthuse and inspire students
 | **✓** |  | IV/T |
| * Commitment to learners and learner achievement
 | **✓** |  | IV |
| **Competencies***Academic staff should be able to demonstrate competency in the following areas:*Communication; Planning and OrganisingInterpersonal Sensitivity ; Adaptability/FlexibilityResults Focus | **✓** |  | AF/IV |

\*Evidence of criteria will be established from:

Cert = Certificates checked on induction

AF = Application Form IV = Interview T = Test (Microteach/written assessment at interview stage)

\*\*Qualifications that are equivalent to the Diploma in Education and Training (DET) include: DTLLS (Diploma in Lifelong Learning Sector); 7407 Stage 3/FE Certificate Stage 3; older Certificates in Education; Post Graduate Certificate in Education (PGCE) – FE and/or Secondary; any qualification that is recognised as fully qualified for the FE sector.

Cert = Certificates checked on induction