



Job Specification

For: Lecturer Building Services - Electrical Installation

Ref: VR/01250

Job Description

**POST TITLE: LECTURER IN BUILDING SERVICES ELECTRICAL INSTALLATION
LECTURER SCALE**

JOB PURPOSE

As the Lecturer in Electrical Installation, you will deliver high-quality teaching, learning, assessment, and internal moderation across a range of Electrical Installation programmes. You will be expected to devise schemes of work, lesson plans in compliance with College procedures, complete course reviews, assessments, internal verification, etc.

KEY DUTIES AND RESPONSIBILITIES

As post-holder, you will be responsible to the Curriculum Manager, and ultimately to the Head of Faculty, for the following:

- Providing high-quality teaching, learning, and assessment across a number of programmes as agreed with the Head of Faculty;
- Tutorship of students, showing sensitivity to their needs and encouraging the highest possible standards;
- For meeting targets with reference to student progress on programme, for their attendance and retention;
- Providing advice and guidance to students in their progression to either employment or other courses within the College;
- Producing all relevant reports and progression data in a timely manner for college and employers;
- Contributing to the development of programmes, courses and training materials as appropriate;
- Liaising with employers and external agencies including awarding bodies and managing agents with the object of improving programmes of learning and forging partnerships;
- Be prepared to arranging for and/or carrying out work-based assessments related to the area as needed;
- To take part in recruitment activities and be able to offer information, advice and guidance to those looking to follow an engineering career path or associated subject area;
- Organising and arranging with other staff appropriate visits and trips for students that will help contextualise the topics being studied.

GENERIC TASKS AND DUTIES

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Brompton Barracks
Chatham, ME4 4UG
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In addition to the requirements of the post above, all representatives of the academic staff are required to meet the following responsibilities:

- Liaising with external moderators and awarding bodies;
- Completing all associated organisational / administrative work, preparation, and marking;
- Dealing with immediate student disciplinary and welfare problems;
- Keeping and maintaining specified student and class records;
- Planning, preparing, developing, and evaluating courses and course materials, and supervising course provision, where appropriate;
- Assisting with administration, enrolment, pre-enrolment counselling, and identification of customer requirements;
- Participating in programme / school / college activities as requested, including parents' evenings;
- Participating and undertaking Staff Appraisals and in-service training, based upon an assessment of individual service needs;
- Meeting the requirements of the Health and Safety at Work Act 1974 and the College's Health and Safety Policies;
- Undertaking individual or collaborative research and consultancy work agreed by College management as part of the lecturers' current duties;
- Being prepared to operate on a flexible year as required; representatives of the academic staff will normally be expected to work not more than two evenings per week on average;
- Complying with Information Security requirements in line with College;
- Undertaking such other duties as may be reasonably required, commensurate with the grade of the appointment.

SUPERVISORY RESPONSIBILITY

None.

HEALTH AND SAFETY

All representatives of staff have a duty to maintain the safe and clean conditions of their workplace area and to co-operate with the college on matters of health and safety. This will include assisting with risk assessments and carrying out appropriate actions as required. Staff are required to refer to the college's Health and Safety Policies in respect to their specific duties and responsibilities.

STAFF DEVELOPMENT

All staff are required to participate fully in the college's staff development programmes and have a responsibility to identify their own professional development needs in conjunction with their line manager.

CONDITIONS OF SERVICE

The College standard Contract of Service for Academic staff applies.

SALARY £25,160.00 - £35,922.00 per annum.
Lecturer Scale 1 8:

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HOURS

Hours of attendance:	37 hours per week.
Teaching contact hours:	828 hours per annum.
Annual leave:	355.5 hours per annum, inclusive of statutory bank holidays and college closures.

The College reserves the right to direct up to 5 days of your annual leave entitlement for efficiency purposes.

As a representative of the College, you will be committed to developing your technical skills to enhance learning, including the use of the Virtual Learning Environments (VLEs) and classroom equipment. The college is committed to safeguarding and promoting the welfare of young people and vulnerable adults, and expects all staff and volunteers share this commitment.

ESSENTIAL

- Five GCSEs at grade 4 / C or above (or equivalent), including Mathematics and English. *All applicants must be able to provide evidence of a Level 2 Qualification in Mathematics and English, or be willing to undertake the qualification whilst inpost (with the assistance of the College).*
- Degree-level or professional qualification, which is appropriate to the work.
- Relevant successful teaching experience.
- Knowledge and experience of current teaching and learning strategies.
- Computer literacy.
- Highly motivated.
- Excellent organisational skills and administrative skills.
- Excellent interpersonal skills and the ability to work effectively within a team.
- Promoting a culture of involvement, listening and responding to students' needs.
- Setting and achieving high standards for yourself and your students.

DESIRABLE

- Teaching Qualification. *If you do not possess a recognised Teaching Qualification, you will be required to gain this qualification within your first two years of service (with the assistance of the College).*
- Relevant professional and / or commercial experience.

Compiled by : **Fiona Louch**
Compiled on : **10/23/23**

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