

Job Description

Lecturer for Apprenticeships – Electrical Installation Technical School

The post holder will be expected to play a full role in the work of the College although it is expected that the majority of her/his work will be to support Electrical apprentices. The main activities, duties and responsibilities of the post are set out below. The description is intended to give framework rather than set limits. Further Education Colleges are required to respond to rapid change and re-evaluation of the duties may be required from time to time, in consultation with the post holder.

The Role

The post holder will be expected to:

- Teach on College programmes and in particular to contribute to the Electrical curriculum in its work with delivering and assessing NVQs, technical certificates and apprenticeships. This is to prepare for completion of standards and readiness for EPAs.
- Teach and assess College programmes in Electrical Installation, carry out onsite assessments/observations and monitor and log the 20% off the job training. Carry out 10 week reviews with candidates and employers.
- Provide tutorial and pastoral care for a group or groups of students and to arrange and monitor work experience activities.
- Liaise with external agencies as appropriate with regard to delivery of Electrical Installation curricula.
- Carry out assessment, evaluation and other administrative or workshop duties relating to the post.
- Take a proactive role with employers to identify work experience and/or employment opportunities for students.

Responsible to: Apprenticeships Manager Construction

Main Purposes and Responsibilities

The main purpose of the role is to:

- Teach and assess on electrotechnical apprenticeship programmes, and other electrical courses as required
- Take responsibility for course(s) in the Electrical Installation Programme Area.
- Act as a tutor for a group (or groups) of students and take responsibility for monitoring progress and developing individual learning plans.
- Provide tutorial and pastoral care, this will involve implementing the College guidelines on tutoring.
- Take an active role in all aspects of student assessment and accreditation.
- Take part in product development as required in order to deliver the College's strategic objectives.
- Take an active role in the marketing, selection and recruitment for College courses.
- Liaise with external agencies.

General Duties

The post holder will assist with or undertake the following:

- To keep up-to-date with QA initiatives and to develop and meet service standards for the area of work.
- To participate in the Professional Development Programme and undertake training as required including all relevant areas of technology.
- To propose any ideas which may help to promote and extend the Group's reputation and efficient running of the Group.
- To work safely, consider the safety of others and work within the guidelines stated in the Group Health and Safety Policy
- To be available to assist in enrolment and other procedures, which may require occasional evening and weekend work.
- Undertake other duties as may be required by the Group Leadership Team or their representatives, in order to ensure the efficient functioning of the Group.

As a list of general duties, the above is not exhaustive. The work of the Group as a whole is expected to develop and the holder of the post will be required to work flexibly with colleagues to facilitate this development.

Additional Information

This Job Description / Specification is subject to periodic review.

Salary scale: £22,293 to £49,821 per annum inclusive of London Allowance

Person Specification

Lecturer – Electrical Installation

Person Specification, Experience and Qualifications

The College has developed the use of selection criteria to aid objective recruitment. Applicants are advised to ensure that they address the selection criteria in their initial application.

		Essential	Desirable
1.	Demonstrate evidence of being up to date with Electrical Installation working practices	✓	
2.	Evidence of working in the Electrical Installation industry	✓	
3.	Experience of teaching and assessing Electrical Installation practices at a college or training provider	✓	
4.	Experience of higher-level skills in Electrical Installation/Electronics		✓
5.	Hold a relevant electrotechnical NVQ L3 and/or having registration with the JIB as 'Approved Electrician' status or Eng-Tech status via the IET.	✓	
6.	Hold a relevant recognised assessor qualification such as a Level 3 Certificate in Assessing Vocational Achievement and continue to practice to that standard.	✓	
7.	Hold a relevant teaching qualification	✓	
8.	Provide effective support to students or other individuals	✓	
9.	Ability to prioritise, meet deadlines and work in a pressured environment.	✓	
10.	Ability to adopt different teaching methods and strategies according to individuals' learning abilities	✓	
11.	Good verbal and written communication skills, enabling effective communication with staff and students at all levels, in a multi-cultural environment	✓	
12.	Ability to be flexible and respond to change in demands for service and new developments	✓	
13.	Excellent organisational skills.	✓	
14.	Excellent interpersonal skills.	✓	
15.	Demonstrate a commitment to equality and diversity and to challenge discrimination in all its forms	✓	