

## Job Description

### Lecturer for Apprenticeships – Plumbing School of Engineering & Construction

#### The Role

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 plumbing 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.

**Responsible to:** Apprenticeships Manager – Construction

#### Main Purpose and Responsibilities

##### The main purpose of the role is to:

- Train and assess students on College programmes and, in particular, to contribute to the Plumbing curriculum in its work with delivering and assessing of NVQs, technical certificates and apprenticeships. This is to prepare for completion of standards and readiness for EPAs.
- Provide relevant student support.
- Carry out assessment, evaluation and other administrative duties relating to the post.
- Teach and assess college programmes in plumbing, carry out onsite assessments/observations and monitor and log the 20% off the job training. Carry out apprentice 10 week reviews with candidates and employers.
- Deliver training and assessment activities to a range of learners on our full time and part time programmes, including on-site work-based assessment.
- Provide tutorial and pastoral care for a group or groups of students and arrange and monitor work experience activities.
- Liaise with external agencies as appropriate with regard to delivery of plumbing 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

## **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, within contractual hours.
- 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 for Apprenticeships in Plumbing

### Person Specification, Experience and Qualifications

		Essential	Desirable
1.	Knowledge of the National Vocational Qualification framework/standards and code of practice for assessing the Apprentice framework or standards in plumbing industry.	✓	
2.	Experience of Teaching/ training and assessing NVQs in Plumbing	✓	
3.	Demonstrable industry experience and current knowledge of industry practice and techniques relevant to plumbing	✓	
4.	Experience of Curriculum and product development to meet the changing needs of apprentices, employers and the community.	✓	
5.	Experience of delivering effective learner support	✓	
6.	Ability to prioritise, meet deadlines and work in a pressured environment.	✓	
7.	Demonstrate ability to teach/train and assess and to communicate at a level appropriate to the students and in a way that recognises their different learning needs and abilities.	✓	
8.	Demonstrate ability to deliver the curriculum through the use of the information technology.	✓	
9.	Good verbal and written communication skills, enabling effective communication with staff and students at all levels and in a multi-cultural environment.	✓	
10.	Excellent organisational and interpersonal skills and to work as part of a team	✓	
11.	Ability to be flexible and respond to change in demands for new developments.	✓	
12.	NVQ level 3 in Plumbing or recognised equivalent.	✓	
13.	Hold a TAQA assessors award (A1/A2 – D32/33 updated) standards and continue to practice to these standards	✓	
14.	Applicants must have, or be willing to work towards, an L2 literacy and numeracy qualification if they do not already hold one.	✓	
15.	A relevant Health and Safety Qualification.	✓	
16.	A relevant teaching qualification.	✓	
17.	Demonstrate a commitment to equality and diversity and to challenge discrimination in all its forms	✓	

