



COLLEGE OF FURTHER EDUCATION

FULL-TIME LECTURER

CONSTRUCTION AND THE BUILT ENVIRONMENT LECTURER

LECTURER SCALE L1-L14

JOB DESCRIPTION

AIMS AND PURPOSE OF THE JOB:

An enthusiastic and innovative lecturer is required to take an important role in the delivery of full / part time, and apprenticeship courses in Construction and the Built Environment. Currently the provision uses predominantly Pearson BTEC qualifications, across levels 3 and 4 as well as Higher Education qualifications up to level 6.

Working with the Programme Leader and the wider department team, the lecturer will plan, provide and monitor high quality teaching and assessment of students work.

The lecturer will also provide support and guidance in preparing students for further/higher education, training or employment. In addition, it is expected that this Lecturer will have a personal tutorship role to at least one group.

TEACHING AND LEARNING:

- To plan, prepare and teach lessons at all levels appropriate to qualifications or experience for 23 hours per week, (maximum 25 hours teaching per week, subject to a maximum 826 teaching hours per year) in accordance with the agreed contract.
- To plan, develop and deliver appropriate learning plans for individual students.
- To contribute to the development, implementation and review of policies and schemes of work inclusive of those that may cover multiple qualification suites.

- To monitor and assess the achievement of students, and to record and report the development, progress and attainment of students in accordance with the College's assessment policies and in line with the principles of Assessment for Learning.
- To make use of current technology to enhance teaching and learning.
- To be a tutor to an assigned group of students and to carry out the associated academic and pastoral responsibilities as required.
- To implement the College's inclusion, equality and diversity policies
- To ensure that teaching assistants or other support staff and visiting speakers are used effectively in the learning environment.
- To work with the department to maintain an appropriate learning environment.

PROFESSIONAL LEARNING AND DEVELOPMENT:

- To participate in the Professional Development Review scheme.
- In conjunction with the line manager, take responsibility for personal professional development, keeping up-to-date with research and developments in teaching pedagogy and changes in the curriculum, which should lead to improvements in teaching and learning.
- To take full advantage of any relevant training and development available and undertake any necessary professional development as identified in the College/programme self-evaluation review and action plans and the performance management process.
- To contribute to programme area/college development by sharing professional learning, expertise and skills with others in the team.
- To take on curriculum lead responsibilities in line with the needs of the department.

To be a reflective practitioner, evaluating and improving own practice in order to take teaching and learning forward.

ADMINISTRATION:

- To make effective use of ICT to implement the College assessment, recording and reporting procedures in line with examining body requirements.
- To keep an accurate register of students in accordance with the College's policy.
- To participate in appropriate meetings with colleagues, employers and agencies for the benefit of the learners.
- To participate in exhibitions/conventions/open days as required.
- To substitute for absent colleagues as required.

To liaise with employers and other outside agencies.

HEALTH, SAFETY AND WELFARE:

- To comply with procedures on all matters concerning health, safety and welfare.
- To undertake risk assessment strategies for the programme area in relation to teaching and learning.

- To take responsibility for personal health, safety and welfare and that of others who may be affected by your actions or inactions.

RESPONSIBLE TO:

The Programme Leader.

ACCOUNTABLE FOR:

- The delivery of high quality teaching and learning.
- The progress and attainment of learners for whom you have responsibility.
- Improving and extending professional effectiveness.
- Creating a safe environment for learners and to have concern for their welfare and wellbeing whilst under your guidance.

KEY CRITERIA:

ESSENTIAL

- A suitable professional qualification relevant to Construction and the Built Environment up to level 6
- A teaching qualification at Level 5, with experience of teaching within Further and / or Higher Education
- Experience of effective planning, delivering, assessing and evaluating high quality BTEC, HNC in Construction and Built Environment, CIOB L3 / L4, and degree programmes in the Built Environment.
- Mathematics and English qualifications at a minimum of level 2.
- Experience of developing innovative, enriching and vocationally relevant programmes to fully engage learners.
- Ability to make effective use of ICT to enhance teaching and learning.
- An ability to demonstrate effective strategies to achieve high quality teaching and learning outcomes.
- Evidence of recent continuing professional development.
- The ability to work effectively as part of a team producing positive results for learners.
- Effective communication skills to develop and maintain positive working relationships with a wide range of people, including colleagues, students, employers and the wider community where appropriate..
- Effective organisational, time management and administrative skills.
- Proven ability to work on own initiative.

DESIRABLE

- QTLS status
- A relevant City and Guilds qualification, and vocational / teaching experience in a craft area..
- Lead IV status

This job description may be reviewed and subsequently amended or modified in negotiation with the post holder and should be read in conjunction with the Conditions of Service.