

## **JOB DESCRIPTION**

Job Title:	Lecturer Bricklaying
Section / Faculty:	Construction / STEM
Line Manager:	Curriculum Manager
Grade:	Spinal Point 23 – 35
Working Hours:	37 hours per week

## **PURPOSE**

To teach on education, teaching and training programmes in the College, undertaking teaching and associated administrative duties as appropriate.

To undertake additional responsibilities and/or lead on a particular area of work, as determined by the Director of Faculty.

## **DUTIES AND RESPONSIBILITIES**

### **CURRICULUM**

1. Undertake a programme of work which may include classroom/workshop teaching, outreach work and delivery of open/distance learning packages.
2. Develop and deliver a range of courses across a variety of subjects and levels.
3. Under the direction of the Curriculum Manager assist with the development of the curriculum for new and existing course programmes and service provision.
4. Undertake internal verification and liaise with external moderators and assessors as required.
5. Identify customer needs and plan, promote, develop and evaluate courses, developing course materials as appropriate.

### **ADMINISTRATION**

6. Assist with the organisation and monitoring of student placements.
7. Undertake organisational and administrative work associated with course/service provision including work preparation, devising, setting, marking and evaluating assignments and schemes of work, formal assessment and accreditation.
8. Undertake student welfare duties and provide tutorial support and guidance referring students to the College's learning support services as appropriate.
9. Ensure that student discipline is maintained and that College procedures are fully understood and complied with.
10. Participate in public relations/marketing activities and prepare relevant publicity material as required.
11. Participate in quality assurance and control procedures and assist with student monitoring processes, course reviews and evaluation procedures.

12. Participate in course team, school and cross-college committee meetings.
13. Interview students, identify and assess student needs and provide relevant advice and guidance.
14. Undertake induction, invigilation and enrolment duties as required.
15. Monitor student attendance and progress.
16. Assist with staff induction and undertake mentoring duties as required.
17. Provide statistical information on retention rates, examination results, student progress reports, placements and destination information liaising with Student Services as necessary.

### **ADDITIONAL RESPONSIBILITIES**

Teaching staff will not necessarily be required to fulfil all of the following duties and responsibilities; specific responsibilities and objectives will be allocated and reviewed on an annual basis with individuals by the Director of Faculty.

18. Be responsible for the tracking and monitoring of learner attendance, progress and achievement of a particular course(s), module(s) or group(s).
19. Under the direction of the Curriculum Manager take a lead role in the effective implementation of key College priorities within the specified curriculum area (e.g. work experience, enrichment activities, development of online resources for blended learning, development of links with external agencies).
20. Under the direction of the Curriculum Manager a leading role in internal verification (IV) and co-ordinate IV sampling of assessments for the specified curriculum area.
21. Assist the Director of Faculty and Curriculum Manager in preparing for external verifier visits, liaising with the external verifier for relevant programmes of study, as appropriate.
22. Lead on, and support the delivery, of Higher Education provision within the curriculum area.
23. Work with the Director of Faculty and Curriculum Manager to maximise funding and other income generation opportunities within the specified curriculum area.
24. Any other additional responsibilities, as deemed appropriate by the Director of Faculty.

**GENERAL**

- 25. Work with line manager to identify training needs and actively seek out relevant training and development opportunities.
- 26. Participate in the College's appraisal process.
- 27. Comply with all College policies and procedures.
- 28. Ensure the principles of the College's equality policies are encompassed within all aspects of work.
- 29. Be committed to the promotion of British values as defined by the Prevent duty.
- 30. Be responsible for and committed to promoting and safeguarding the welfare of any children, young people and any vulnerable groups you may come into contact with during your employment at Coventry College.
- 31. Undertake any other duties commensurate with the grade range of the post.

*I have read, understood and agree to the above duties.*

**SIGNED:**

**DATE:**

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**FULL NAME:**

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## PERSON SPECIFICATION

**Post: Lecturer in Bricklaying**

	<b>Qualifications and Training</b>	<b>Essential (E) or Desirable (D) requirements</b>	<b>How Measured: A = Application form I = Interview M = Micro-Teach T=Test/Exercise P = Presentation</b>
1.1	Relevant teaching qualification or be willing to work towards	E	A
1.2	Minimum of Level 3 qualification in construction or bricklaying	E	A
1.3	Evidence of continuing professional development	E	A
1.4	Level 2 qualifications in English and maths	E	A
1.5	A units or equivalent	D	A
1.6	V unit or equivalent	D	A
	<b>Experience</b>		<b>How Measured</b>
2.1	Experience of teaching construction / bricklaying up to level 2 as a minimum within a teaching/training environment	D	A/I
2.2	Experience of working in the industry	E	A/I
2.3	Experience of teaching within an FE environment	D	A/I
2.4	Experience of teaching Functional Skills English and Maths	D	A/I
2.5	Evidence of effective tracking and monitoring of a wide range of students on a range of different programmes	D	A/I
2.6	Successful course and curriculum development and management	D	A/I
2.7	Evidence of developing work experience placements, work-place learning, enrichment activities and/or blended learning resources	D	A/I
2.8	Evidence of identifying and maximising funding opportunities and generating additional income	D	A/I
	<b>Knowledge/Skills</b>		<b>How Measured</b>
3.1	Theoretical and practical knowledge to teach a range of topics within specified subject area	E	A/M

3.2	Ability to methodically plan student progress and record effectively.	E	I
3.3	Ability to use effectively within own teaching practice a range of teaching and learning methods, including Assessment for Learning, Blended Learning and Information Learning Technology	D	I
3.4	Excellent written and verbal communication, interpersonal and organisational skills	E	I
3.5	Ability to develop community/industry links	E	I
3.6	Ability to deliver functional skills within relevant subject area	E	I
3.7	Ability to deal with paperwork, record keeping and administration accurately and efficiently	E	I
3.8	Knowledge of quality processes in FE	D	I
	<b>Disposition/Attitude</b>		<b>How Measured</b>
4.1	Ability to motivate and relate to a range of students	E	I
4.2	Ability to work well in a team	E	I
4.3	Ability to work under pressure and meet tight deadlines	E	I
4.4	Flexible approach to working hours including working evenings	E	
4.5	Ability to demonstrate an understanding of safeguarding and equality, and their importance within the College, appropriate to role	E	I
4.6	Ability to promote British values as defined by the prevent duty	E	I
	<b>Special Conditions</b>		<b>How Measured</b>
5.1	Ability to travel between sites	E	I

## GENERAL CONDITIONS OF EMPLOYMENT DETAILS

The appointment is subject to:

- a) receipt of two satisfactory references
- b) proof of eligibility to work in the UK
- c) a period of probationary service of 26 weeks for new employees

- d) Medical clearance from the College's Medical Adviser which the College considers to be satisfactory
- e) a satisfactory enhanced DBS check

The post for which you are applying is subject to a satisfactory enhanced Disclosure and Barring Service (DBS) check which includes a check of the Children's Barred List. If you are successful in your application you will be required to apply for an enhanced DBS certificate. Please note that you will need to show the HR Section your DBS certificate prior to taking up employment with the College. Alternatively, if you are registered with the DBS Update Service you may wish to give your consent to the College to undertake a Status Check of your DBS certificate. Further details regarding the Update Service and Status Checks, and the DBS Code of Practice, can be found at [www.gov.uk/dbs](http://www.gov.uk/dbs). **An individual who is barred from working with children cannot be employed in any position at the College.**

- f) evidence of teaching qualifications (where applicable) and/or other qualifications required for the role:

Newly appointed teaching staff who do not hold a recognised teaching qualification (i.e. PGCE, Cert Ed, DTLLS, DET) will be required to achieve within one year of commencement of employment the University of Warwick's Level 4 Certificate in Education (12 credits), or an equivalent qualification. Once this been achieved, staff who teach more than 6 hours per week will then be required to achieve a full Level 4 CET (Certificate in Education and Training) qualification or a Level 5 DET (Diploma in Education and Training) qualification depending on their role. The DET qualification will be required for all full teaching roles. Information on student finance and loans is available from Student Finance England at <https://www.gov.uk/student-finance> or by contacting them on 0845 300 5090.

The College will subsidise 50% of costs for staff undertaking the DET qualification (or a recognised equivalent agreed by the College).

- g) salary is paid monthly by credit transfer into a bank or building society account.
- h) The annual leave year runs from 1 September to 31 August. A full year's annual leave entitlement for the post is 39 working days, plus 8 public holidays (pro rata for part-time posts) and 5 Corporation days. The Corporation may decide to close the College for up to a maximum of 5 working days in the interests of efficiency.
- i) Three months' calendar notice on either side.