

LINCOLN COLLEGE JOB DESCRIPTION

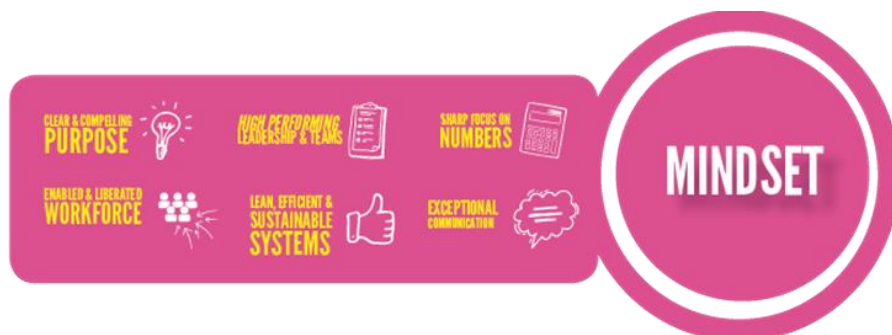
Post Title:	Lecturer in Electrical Installations	Post Number:	LC0592P
Daily Supervision:	Learning Skills Lead	Grade:	Lecturer Scale 2-7
Department:	School of Professional industries	Last Updated:	March 2023

Our Vision:

To be an extraordinary organisation whose talented students, staff, governors and alumni ensure that it adds recognised social and economic value to its local communities by providing high quality education and training and making people exceptionally well prepared for work, potentially via higher education.

Our Mission:

Employer-led; producing a highly skilled and productive local workforce.



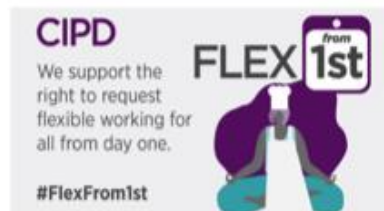
Job Purpose:

To prepare, deliver and assess on Electrical Installations engineering programmes in the School of Professional Industries to a wide range of full time, apprenticeship and full cost learners at Levels 1 – 3 through an exceptional student experience leading to positive achievement outcomes.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

1. To be responsible for course management and success rates of key programme and courses within Electrical Installations.
2. To prepare, deliver and carry out teaching and learning with necessary assessment of students including on site assessment where appropriate. To carry out the role of a course tutor and as required.
3. To carry out and maintain records and documentation required by the College curriculum quality policies and systems.
4. To contribute to the selection, recruitment and enrolment of students.
5. To liaise with schools, parents, universities and/or employers as appropriate.
6. To carry out internal verification as required.
7. To actively implement the College's Equal Opportunities policy throughout all personal contacts in the College and within the areas of Engineering and the School of Professional Industries.
8. To maintain professional standards and expertise by undertaking relevant professional development.
9. To maintain teaching and learning quality standards through peer review and lesson observation activity.
10. To conform and promote the Health and Safety requirements relevant to the post.
11. To contribute to the development of existing and new programmes, and work as a member of a flexible delivery team within the Electrical Installations Engineering Department.
12. To liaise with awarding organisations and external examiners/verifiers.
13. To assist with the coordination of timetabling for individual student programmes.
14. To participate in any cross-college/working party groups as from time to time may be established.
15. To be responsible for safeguarding and promoting the welfare of children wherever applicable within the role.

N.B. This is not a complete statement of all duties and responsibilities of this post. The postholder may be required to carry out other lawful and reasonable duties as directed by a supervising manager.



PERSON SPECIFICATION

	Knowledge	PSM
1	Certificate in Education, PGCE or equivalent or the ability and willingness to obtain a level 4 professional teaching qualification within 2 years of commencing employment.	A/I
2	Level 3 NVQ Qualification in Electrical installations	A/I
3	Assessor and Verifier Award	A/I

	Skills/Abilities – Interpersonal	PSM
4	The ability to work in a non-discriminatory manner	A/I
5	The ability to respond to the individual learning needs of customers	A/I
6	The ability to support students undertaking Electrical qualifications in a flexible environment.	A/I
7	The ability to instruct students in practical and theoretical activities	A/I
8	The ability to carry out on-site assessment.	A/I

	Experience	PSM
9	Recent industrial experience in the Electrical installations industry	A/I
10	Experience of preparation, delivery and assessment of the Electrical insulations industry	A/I

	Work Related Circumstances	PSM
11	The ability and willingness to undertake relevant staff development	A/I

	Skills/Abilities - Other	PSM
12	Appropriate level of IT skills to undertake relevant duties, i.e. Word and Powerpoint or the willingness and ability to undertake relevant training	A/I
13	Responsibility for the safeguarding and promoting the welfare of children wherever applicable	A/I
14	Ability to travel across sites and locations.	A/I
15	Ability to work evenings and at the weekend if requested.	A/I

Prepared By:	Paul Gregory
Date:	March 23

Proposed Selection Method Key (PSM)		
A = Application	I = Interview	T = Test