

LEEDS COLLEGE OF BUILDING

JOB DESCRIPTION

POST: **CASUAL LECTURER**

RESPONSIBLE TO: **Assistant Faculty Director**

RESPONSIBLE FOR: **Students as directed**

Main purpose of post:

To undertake teaching as directed together with the various duties associated with that role.

Responsibilities:

- 1 To prepare and carry out teaching duties which meet the requirements of the course syllabus, teaching programme, lesson objectives and assessment procedures for the classes allocated in the timetable.
- 2 To prepare and administer test and other assessment material relevant to the courses and their curriculum.
- 3 To maintain all class records, including notification of absence.
- 4 To act as personal tutor to students.
- 5 To undertake curriculum development activities and to participate on the staff development programme as required.
- 6 To participate in the monitoring, review and evaluation of courses as within the programme area in line with the College quality procedures.
- 7 To participate in marketing activities of the College as required.
- 8 To be aware of and abide by the college health and safety procedures and associated policies.
- 9 To proactively implement the College's policies and procedures.
- 10 To carry out such other duties as the Principal may from time to time reasonably direct.

This job description will be reviewed annually as part of a process of performance review.

Please Note:

As Leeds College of Building meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, all applicants who are offered employment will be subjected to a disclosure from the Criminal Records Bureau before the appointment is confirmed. This will include details of cautions, reprimands or final warnings, as well as convictions. Further information on disclosure can be obtained from www.disclosure.gov.uk

The College is committed to safeguarding children, young people and vulnerable adults. It is also committed to the 'Prevent Duty' and the requirement to prevent people being drawn into terrorism and expects all staff to share these commitments.

Date: October 2011	Signature:
Issue No: 2	Ref: Jobdesc/PT Lect

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PERSONNEL SPECIFICATION

POST: **LECTURER IN WALL & FLOOR TILING**

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
RELEVANT EXPERIENCE	Relevant and recent industrial experience in Wall and Floor Tiling	Experience in teaching/training capacity Flexibility to deliver in other craft related areas	Application Form & Interview
EDUCATION & TRAINING	A minimum of NVQ Level 2 in Wall and Floor Tiling but willingness to work towards NVQ Level 3 Possession of (or willingness to achieve) a Teaching qualification and Assessor Units GCSE grade A*-C in English Language and Maths or equivalent or willingness to achieve	First Aid Certificate/Training	Application Form & Qualification Certificates
SPECIALIST KNOWLEDGE AND SKILLS	Excellent communication skills Ability to contribute to curriculum developments Excellent presentation skills Excellent organisational skills Awareness of Health and Safety	Knowledge of NVQ's Basic Counselling Skills Good IT skills	Application Form & Interview
ADDITIONAL FACTORS	Ability to demonstrate enthusiasm for subject Able to work as part of a team or on own initiative Flexibility to work across all College sites Commitment to customer care The College is committed to safeguarding children, young people and vulnerable adults. It is also committed to the 'Prevent Duty' and the requirement to prevent people being drawn into terrorism and expects all staff to share these commitments.		Application Form & Interview

Please note that the College expects regular and reliable service from staff and does not wish to appoint individuals with a high sickness record where there is no underlying medical reason. Please note this does not affect any individual's rights under the Equality Act; the College would wish to promote the recruitment of disabled staff and would endeavour to make reasonable adjustments where practical. Disabled staff who meet the essential criteria will be guaranteed an interview.