

- 14 To participate in the marketing activities of the College as required internally and externally.
- 15 To be aware of and abide by the College health and safety procedures and associated policies and contribute to the risk assessment process.
- 16 To actively promote equality & inclusion within the College Community and ensure that it is fully embedded within the curriculum together with ensuring that any issues/ concerns are appropriately addressed.
- 17 To ensure that the College Community is appropriately safeguarded in line with Procedures.
- 18 To proactively implement the College's policies and procedures.
- 19 To undertake work at other sites as necessary.
- 20 To carry out such other duties as the Principal may from time to time request.

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: February 2014	Signature:
Issue: 5	Ref: Jobdesc/Lecturer

LEEDS COLLEGE OF BUILDING

PERSONNEL SPECIFICATION

POST: LECTURER IN ELECTRICAL INSTALLATION

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
RELEVANT EXPERIENCE	Relevant industrial experience in Electrical Installation	Experience of working in a teaching/training capacity	Application Form & Interview
EDUCATION & TRAINING	NVQ Level 3 or equivalent in Electrical Installation Willingness to achieve or possession of a teaching qualification and assessor units* Willingness to achieve or possession of GCSE English & Maths (A*- C) or equivalent Level 2 qualification* <i>*support will be provided by the College to achieve these qualifications for those applicants that don't already possess them</i>	Certificates for any additional Electrical Short Courses attended.	Application Form & Qualification Certificates
SPECIALIST KNOWLEDGE AND SKILLS	Excellent communication skills Ability to contribute to curriculum developments	Extensive knowledge of developments in Electrical Installation Good IT skills Good organisational skills	Application Form & Interview
ADDITIONAL FACTORS	Self-motivation to contribute to the development of the Electrical Area 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.