

- 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 & diversity 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:	Signature:
Issue: 6	Ref: Jobdesc/Lecturer

LEEDS COLLEGE OF BUILDING

PERSONNEL SPECIFICATION

POST: LECTURER IN 14-16 SKILLS ACADEMY

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
RELEVANT EXPERIENCE	Relevant industrial experience in trade area(s)	Experience of working in a teaching/training capacity Experience of teaching in FE to pre-16s	Application Form & Interview
EDUCATION & TRAINING	NVQ Level 3 or equivalent (City & Guilds Adv Craft) in relevant trade Possession of (or willingness to achieve) a Certificate of Education & Assessor Units	Cert Ed A Units, V Units	Application Form & Qualification Certificates
SPECIALIST KNOWLEDGE AND SKILLS	Extensive knowledge of developments in trade area Excellent communication skills The ability to communicate with adults and young people and understand their needs and issues Ability to contribute to curriculum developments Excellent organisational skills Excellent presentation skills	Knowledge of NVQ's Basic Counselling Skills Good IT skills Awareness of H & S	Application Form & Interview
ADDITIONAL FACTORS	Ability to use own initiative Flexibility to work across all College sites Commitment to customer care The College is committed to Equality & Diversity, safeguarding children, young people and vulnerable adults and expects all staff to share that commitment		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