

LEEDS COLLEGE OF BUILDING

JOB DESCRIPTION

POST: **LECTURER**

RESPONSIBLE TO: **Curriculum Manager**

RESPONSIBLE FOR: **Staff teaching on specific programme(s)**

Main purpose of post:

To manage specific modes of study/group(s) of students/ courses and to undertake teaching as required.

Responsibilities:

- 1 To be responsible to the Assistant Faculty Director/ Curriculum Manager for specific modes of study or group of students/ courses. To support continuous improvement in College standards for teaching and learning, student retention and achievement.
- 2 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.
- 3 To prepare and administer test(s) and other assessment materials relevant to specific courses and curriculum.
- 4 To be responsible for the administrative arrangements, including enrolments, in relation to specific courses.
- 5 To develop teaching and learning materials, undertake curriculum development activities and to participate on the staff development programme as required.
- 6 To be responsible for maintaining high levels of classroom & workshop management/discipline.
- 7 To manage the development of technical/ workshop activity/ models and liaise with staff as appropriate.
- 8 To maintain class records and to report absences, withdrawals, etc.
- 9 To prepare and maintain student records and reports.
- 10 To act as personal tutor to students and arrange as necessary on-going counselling and /or other appropriate support.
- 11 To observe and ensure observation of safety regulations, risk and COSHH assessments.
- 12 To participate in the monitoring, review and evaluation of courses within the Division in line with the College's quality procedures.
- 13 To carry out internal quality assurance/audit as appropriate.
- 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:	Signature:
Issue: 5	Ref: Jobdesc/Lecturer

LEEDS COLLEGE OF BUILDING

PERSONNEL SPECIFICATION

POST: LECTURER IN PLASTERING

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
RELEVANT EXPERIENCE	Relevant industrial experience in Plastering Experience of working in a teaching/training capacity		Application Form & Interview
EDUCATION & TRAINING	NVQ Level 3 or equivalent in Plastering Possession of (or willingness to achieve) a Teaching qualification and Assessor Units. Possession of (or willingness to achieve) GCSE Maths & English (A*-C) or equivalent Level 2 qualification	Teaching qualification Assessor units First Aid Certificate /Training	Application Form & Qualification Certificates
SPECIALIST KNOWLEDGE AND SKILLS	Ability to communicate with people from all ages and backgrounds. Excellent presentation skills Excellent organisational skills An understanding and commitment to the College's Equality Inclusion and PREVENT agenda and be able to exemplify British Values, Equality and Inclusion through the curriculum and everything we do.	Knowledge of NVQ's Basic Counselling Skills Good IT skills	Application Form & Interview/ Presentation
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.