

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)/examinations 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, blended & distance learning management/discipline.
- 7 To manage the development of technical / classroom / distance learning and liaise with staff as appropriate.
- 8 To maintain class records and assessment tracking and to report absences, withdrawals etc.
- 9 To prepare and maintain student records and reports including any distance learning.
- 10 To act as personal/course 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 verification/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 & 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: November 2016	Signature:
Issue: 5	Ref: Jobdesc/Lecturer

LEEDS COLLEGE OF BUILDING

PERSONNEL SPECIFICATION

POST: LECTURER IN CONSTRUCTION MANAGEMENT

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
Relevant Experience	Relevant and recent industrial experience in construction/professional area	Experience of working in an educational environment Experience at supervisory or management level	Application Form and Interview/presentation
Education & Training	Relevant Level 4 HNC (or above) qualification Willingness to achieve Teaching Certificate* Possession or willingness to work towards Level 2 English and Maths qualification* <i>*support will be provided by the College to achieve these qualifications for those applicants that don't already possess them</i>	Teaching Certificate Assessor & Verifier Units Relevant honours degree	Application Form, Interview and Certificates
Specialist Knowledge & Skills	Good presentation and communication skills Good organisational skills Knowledge of developments in relevant professional area Ability to demonstrate skills, share knowledge and understand the needs of learners Awareness of Health and Safety Good IT skills	Have relevant teaching and/or industry experience in any of the following at supervisory or management level: <ul style="list-style-type: none"> • Surveying and Setting Out • Science and Materials • Construction Management • BIM/CAD/Revit 	Interview/Presentation
Additional Factors	Ability to work as a member of a team Self-motivation to contribute to the development of the area Flexibility to work across all College sites Commitment to Equality and Inclusion Policy 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.	Ability to contribute new and innovative ideas to Faculty teaching Contribute to quality policies and procedures	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 Disability Discrimination 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.