

# LINCOLN COLLEGE

## JOB DESCRIPTION

**Post Title:** Lecturer in Electrical Installations      **Grade:** Lecturer Scale 1-7

**Post Number:** LC0430P      **Date:** July 2017

**Line Manager:** Learning and Skills Lead      **Directorate:** Curriculum and Quality

**Daily Supervision:** Learning and Skills Lead

**Unit/School:** School of Professional Industries

### **Job Purpose:**

To prepare, deliver, assess and coordinate on Electrical Installations programmes in the School of Professional Industries.

### **Principal Duties and Responsibilities:**

1. To be responsible for course management and success rates of Study Programmes and apprenticeship courses within Electrical Installations
2. To prepare, deliver and carry out teaching and learning with necessary assessment of students including on site assessment if appropriate.
3. To carry out the role of course tutor and as required.
4. To carry out and maintain records and documentation required by the College curriculum quality policies and systems.
5. To contribute to the selection, recruitment and enrolment of students.
6. To liaise with schools, parents and/or employers as appropriate.
7. To carry out internal verification as required.
8. To actively implement College's Equal Opportunities policy review and implements action plans in accordance with relevant EDIMS of the College and within the area of Professional Industries.
9. To maintain professional standards and expertise by undertaking relevant professional development.
10. To maintain teaching and learning quality standards through peer review and lesson observation activity.
11. To conform and promote the Health and Safety requirements relevant to the post.
12. To contribute to the development of new programmes and work as a member of a flexible delivery team within the Electrical Engineering Section.

13. To liaise with awarding bodies and external examiners/verifiers.
14. To co-ordinate timetabling of individual student programmes.
15. To participate in cross-college working / strategy groups as may from time to time be established.
16. To be responsible for the safeguarding and promoting the welfare of children wherever applicable within the role of lecturer in Electrical Engineering

**NB: This is not a complete statement of all duties and responsibilities of this post. The postholder may be required to carry out other lawful and reasonable duties as directed by a supervising manager.**

**LINCOLN COLLEGE**

**PERSON SPECIFICATION FORM**

**Post Title:** Lecturer in Electrical Installations      **Grade:** Lecturer Scale 1-7

**Post No:** LC0430P      **Date:** July 2019

**Directorate:** Curriculum and Quality      **Unit/School:** School of Professional Industries

No	Requirement	Proposed Selection Method *
<b>Knowledge</b>		
1	Level 4 professional teaching qualification (Certificate in Education, PGCE or equivalent) or the ability and willingness to obtain within 2 years of commencing employment (4 years for fractional posts).	A/I
2	Level 3 Qualification in Electrical Installations	A/I
3	Assessor and Verifier Award or willingness to achieve them.	A/I
4	NVQ Electrical Installations	A/I
5	C&G 2382 18 <sup>th</sup> Edition	A/I
6	C&G 2391 Inspection & Testing	A/I
7	C&G 2396 Design & Verification	A/I
<b>Skills/Abilities – Interpersonal</b>		
8	The ability to work in a non-discriminatory manner.	A/I/T
9	The ability to provide individualised learning to meet the varying needs of customers.	A/I/T
10	The ability to support students undertaking Electrical Installations qualifications in a flexible environment.	A/I/T
11	The ability to instruct students in practical and theoretical topics.	A/I/T
12	The ability to carry out on-site assessment.	A/I
<b>Experience</b>		
13	Recent industrial experience in the Electrical Installations industry	A/I
14	Experience of delivering training and assessment of Electrical Installations skills and knowledge.	A/I/T
<b>Work Related Circumstances</b>		
15	The ability and willingness to undertake relevant staff development.	A/I/T
<b>Skills/Abilities – Other</b>		
16	Appropriate level of IT skills to undertake relevant duties, ie Word and Powerpoint or the willingness and ability to undertake relevant training.	A/I
17	Understanding of the responsibility for the safeguarding and promoting the welfare of children wherever applicable.	A/I/T
18	Ability to travel to various sites if required.	A/I

**Prepared By:** R. Long

**Designation:** HLS for Engineering

**Date:** Jul 2019

\* A = Application Form

I = Interview

T = Test