

# LINCOLN COLLEGE

## JOB DESCRIPTION

<b>Post Title:</b>	Lecturer in Professional and Technical Studies	<b>Grade:</b>	Lecturer Scale Points 1-7
<b>Post Number:</b>	LC0514P	<b>Date:</b>	November 2019
<b>Line Manager:</b>	Learning and Skills Lead	<b>Directorate:</b>	Curriculum & Quality
<b>Daily Supervision:</b>	Learning and Skills Lead	<b>Unit/School:</b>	Construction/Professional Industries

### Job Purpose:

To teach, assess and internally verify Technical and Professional qualifications including quantity surveying, construction and civil engineering management subjects on a range of courses from Level 2 to Level 5. To co-ordinate programmes and be a personal tutor to a number of students.

### Principal Duties and Responsibilities:

1. To teach on a range of Technical and Professional Construction & Civil Engineering Study programmes including: QCF and RQF quantity surveying, construction and civil engineering management subjects at levels 3 to 5.
2. To manage specific courses as required by the Programme Manager/Director of School.
3. To carry out the role of personal tutor and Programme Co-ordinator as required.
4. To contribute to the development of new programmes.
5. To assist with the operation and commercial development of the School.
6. To contribute to the process of programme marketing and the recruitment and selection of students.
7. To liaise with local employers to ensure training reflects their requirements.
8. To liaise with schools, parents and/or employers as appropriate.
9. To write submissions for Awarding Bodies.
10. To carry out internal verification as required.
11. To liaise with awarding bodies and external verifiers.
12. To co-ordinate the timetabling of individual student programmes.
13. To participate in any cross-college working / strategy groups as may from time to time be established.

14. To accept responsibility for the implementation of the Colleges Equal Opportunities policy throughout all personal contacts in the college and within this area of responsibility.
15. To contribute towards the development of an inclusive learning environment.
16. To maintain professional standards and expertise by undertaking relevant professional development.
17. To monitor and maintain quality standards appropriate to the post.
18. To conform with Health and Safety requirements relevant to the post.
19. To be responsible for the safeguarding and promoting the welfare of children wherever applicable within the role.

**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.**

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PERSON SPECIFICATION FORM

**Post Title:** Lecturer in Professional and Technical Studies  
**Grade:** Lecturer Scale Points 1-7  
**Post No:** LC0514P  
**Date:** November 2019  
**Directorate:** Curriculum & Quality  
**Unit/School:** Construction/Professional Industries

No	Requirement	Weighting (not on candidates copy)	Proposed Selection Method *
<b>Knowledge</b>			
1	Degree or professional vocational level 4/5 equivalent qualification in Professional and Technical	25	A/I
2	Certificate in Education, PGCE or equivalent or the ability and willingness to obtain a level 4 professional teaching qualification within 2 years of commencing employment (4 years for fractional posts).	15	A/I
3	GCSE (or equivalent) in Maths/English grade A-C (4-7)	5	A/I/T
4	Assessor & Verifier Awards.	10	A/I
<b>Skills/Abilities – Interpersonal</b>			
5	The ability to teach a range of Technical & Professional qualifications at least up to HNC/D level in Building and Civil Engineering, Quantity Surveying, Construction Management, Procurement..	40	A/I/T
6	The ability to communicate effectively both orally and in writing to a wide range of people.	5	A/I
7	Good oral presentation skills.	5	A/I/T
8	The ability to work in a non-discriminatory manner.	5	A/I
9	The ability to respond to the individual learning needs of customers.	5	A/I
<b>Experience</b>			
10	Teaching experience in of Quantity Surveying/Construction Management/Procurement.	25	A/I
11	Relevant industrial experience in in Quantity Surveying/Construction Management/Procurement.	20	A/I
12	Personal tutorship experience.	5	A/I
<b>Work Related Circumstances</b>			
13	The ability and willingness to undertake relevant staff development.	5	A/I
14	Willingness to work at times outside college calendar / day.	5	A/I
<b>Skills/Abilities – Other</b>			
15	Good organisational skill	5	A/I
16	Appropriate level of IT skills to undertake relevant duties i.e. Word and PowerPoint or the willingness and ability to undertake relevant training.	10	A/I/T
17	Ability to travel across different sites	5	A/I
18	Responsibility for safeguarding and promoting the welfare of children wherever applicable.	5	A/I

**Prepared By:** Director of School

**Designation:** \* A = Application Form  
T = Test

I = Interview

**Date:**