

**HEREFORDSHIRE, LUDLOW & NORTH SHROPSHIRE COLLEGE**

Job Description

**LECTURER / COURSE TUTOR IN ELECTRICAL INSTALLATION**

**FACULTY** **Faculty of Technology Studies**

**REPONSIBLE TO** **Construction & Building Services Team Leader**

**JOB PURPOSE**

To teach a range of theory and practical electrical installation subjects and units to Levels 1, 2, & 3 to mainly full time 16–19-year-old students and apprenticeship cohorts studying for electrical installation qualifications. Teaching-Training will take place at our Hereford campus and at our new, Green Technologies Training Centre at Holme Lacy.

# As part of the role, you will also be expected to carry out the associated organisational / administrative processes including preparation of work, marking and assessment, student welfare and counselling and to support and participate fully in the ongoing Faculty and College activities to achieve the College’s key mission and objectives.

HLNSC is committed to equality of opportunity, the Prevent Duty and safeguarding and promotes the welfare of all learners and expects all staff to share this commitment.

**MAIN DUTIES AND RESPONSIBILITIES**

A flexible approach is required to the job as change may be necessary within the scope of the post.

**TEACHING AND LEARNING**

* To deliver high quality teaching and learning in your subject specialism(s)
* To produce and provide resources for students to facilitate effective learning
* To use and apply modern technology to enhance the learning experience for students (eg ILT, VLE, specialist software / resources)
* To set, mark, record and feedback on student work / assessment, evidencing student progress and achievement
* To embed and support students’ literacy and numeracy skills as part of your lesson planning and delivery
* To maintain accurate registers and to track and report back on individual student progress
* To supervise learners' conduct and comply with health and safety and safeguarding procedures, ensuring the welfare of the learners under your care

**COURSE TUTOR ROLE**

* to act as personal tutor for a group of students and to create, monitor and progress Individual Learning Plans for students via the tutorial processes
* to track, record and report on student progress and attendance and to partake in course level quality reviews and self-assessment
* to assist with student recruitment and career guidance

**CONTRIBUTION TO THE WIDER TEAM**

* To attend and contribute to course team meetings and departmental team meetings where applicable
* To work closely with colleagues in developing and enhancing those areas and resources relating to your subject specialism
* To participate in staff appraisal processes, and other staff development programmes, as appropriate
* To comply with college administrative and quality procedures as required

**PERSON SPECIFICATION**

###### Essential

* A minimum Level 3 vocational qualification in electrical installation or related discipline
* Relevant industry experience / knowledge
* Good Numeracy and Literacy and basic IT skills
* Excellent communication skills
* Ability to work effectively with other team members and meet deadlines

###### Desirable

* Teaching qualification (support provided to achieve)
* Teaching / Training experience, preferably in the post 16 educational sector
* Relevant NVQ / Competence based assessor qualification
* Relevant NVQ / Competence based IQA qualification
* A working knowledge of and ability to deliver renewables training such as Solar PV would be an advantage.