

Job Description & Person Specification

Post Title:	Lecturer in Electrical	Post Reference:	
Department:	Construction	Location:	North Rd/Fulcrum
Hours per week:	37.5	Weeks per year:	52.14
Contract type:	FT	Salary:	£34,500
Reports to:	Learning Manager		

Job Description

1.	<p>Department Overview</p> <p>Construction</p> <p>Construction is based across two sites. The Fulcrum is located at Tower Park in Poole and the other is the main North Road Campus. The Fulcrum has two purpose built buildings which facilitate brick and wood occupations, for example site, shop and bench carpentry. The Fulcrum facilities also include two computer classrooms and students also have access to computer trollies.</p> <p>The North Road campus consists of Electrical, Paint and Decorating, Plastering and Plumbing. The facilities include separate workshops for each area to give the students a realistic approach to the workplace. The electrical workshops have dedicated bays of various finishes and fixed and mobile work/examination rigs. There are also designated classrooms with suitable visual aids to facilitate teaching and learning.</p> <p>A strong curriculum area with approximately 340 Full Time, over 400 Apprenticeships (including CITB) and 300 Full cost students with 35 staff members that offers a broad range of pathways. Apprenticeships, Study Programmes and Full Cost courses meet LEP priorities, local employer and employment needs in Brickwork, Wood, Plaster, Paint & Decorating, Electrical and Plumbing. The area has a very successful employer engagement record with well attended employer forums and employer engagement.</p> <p>We offer the following courses</p> <p>Brickwork L1-L3 Carpentry L1-3 Electrical L2-3 Decorative L1-3 Plastering L1-2 Plumbing and Gas L1-3</p> <p>For the successful candidate this is an excellent opportunity to deliver a range of courses at Bournemouth and Poole College and be part of an innovative and highly motivated team.</p>
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2.	Purpose of the Role
	The purpose of this post is to deliver high quality and effective teaching and learning of Electrotechnical studies to Bournemouth and Poole College students. The post holder will also act as a personal tutor to students.
3.	Key Accountabilities & Duties
	<p>a) Duties falling within the scope of designated contact hours:</p> <ul style="list-style-type: none"> • Scheduled teaching, student assignments and tutorials • Distance learning support for groups of students • Employer and workplace/work placement visits • Educational guidance and counselling • Supervision of learning programmes • Personal tutoring e.g., the carrying out of individual reviews with students, the delivery of group and individual tutorials, workshops (including “Pass-in-Class”). This may be delivered in person or through distance learning • Support activities as appropriate within the Learning Resource Centres • Support activities relating to employability, work experience, volunteering • Support community/personal enrichment activities (including trips related to learning) <p>b) Other Duties:</p> <ul style="list-style-type: none"> • Preparation of schemes of work, lesson plans and assignment schedules • Preparation of learning materials and student assignments • Marking of students’ work and of internal examinations and assessments, invigilation work • Preparation of reports on student progress for parents/carers and employers as appropriate • Participation in curriculum development activities • Participation in the recruitment of students and the student admissions process • Representation of the College at internal and external events and meetings • Attendance at consultation evenings, open evenings and award events • Completion of College paperwork in relation to student disciplinary matters • The application of all aspects of The College’s quality processes, including (but not limited to) course reviews, self assessment reports • Internal verification • Course/Study Programme co-ordination • Overseas travel and residential programmes • Travel within the working day and between sites. • Attend staff development events as appropriate • Continually maintain and develop pedagogic skills, subject understanding and knowledge of awarding body and subject specification requirements; undertake and meet any relevant CPD requirements • Industrial/commercial and academic updating of professional and technical skills • Planning and appropriate arrangements for student visit programmes • Research and other forms of scholarly activity • Promotion of College activities • Schools liaison • Liaison with parents/guardians, the writing of reports • Preparation of UCAS references where relevant • General administration relevant to the role <p>*The above list of duties is not exhaustive and is subject to change. The post holder may be required to undertake other duties within the scope and grading of the post.</p>

4.	Equal Opportunities
	<p>The College will seek to ensure that all existing and potential employees and students are given equal opportunities for employment and education. It is committed to the elimination of unlawful or unfair discrimination on the grounds of sex, age, marital status, colour, race, nationality or other ethnic or national origin, disability, sexuality, trade union membership or activity and religious background. The College will seek to ensure that no applicant for employment or education is disadvantaged by conditions or requirements which cannot be justified. The College aims to provide an open welcoming and safe environment for all its students, employees and visitors.</p>
5.	Safeguarding
	<p>The College is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment.</p> <p>The successful applicant will be required to undertake appropriate safeguarding checks as well as providing proof of right to work in the UK.</p>
6.	Further Information
	<p>This Job Description and Person Specification are current as at June 2019. In consultation with you it is liable to variation to reflect changes in the job. If you have any queries relating to your Job Description and/or Person Specification, please consult your Line Manager directly.</p> <p>A copy of this Job Description and Person Specification is held with the Human Resources department.</p>

Person Specification

Criteria	Essential	Desirable
Knowledge	<ul style="list-style-type: none"> Detailed knowledge of the electrical industry with a minimum of three years current industrial experience Knowledge base to cover, domestic, industrial and commercial electrical installations 	<ul style="list-style-type: none"> An understanding of renewables within the industry Knowledge of the NVQ process Alarm and security systems Current Building Regulations
Experience	<ul style="list-style-type: none"> Working within the industry for a minimum of three years 	<ul style="list-style-type: none"> Knowledge of requirements of examining bodies such as City and Guilds and EAL Had experience of renewables within the industry
Skills & Abilities	<ul style="list-style-type: none"> Excellent time management skills Focused on team working Flexible and adaptable attitude to working with students of all ages Good communication skills Proven ability to plan and organise own workload. Ability to access and use relevant sources of research evidence. Competency in the use of basic I.T. systems 	<ul style="list-style-type: none"> Extensive experience of teaching a range of students in Further or Higher Education or an appropriate workplace setting. Experience of developing or delivering E-Learning.
Personal Attributes	<ul style="list-style-type: none"> Dynamic and innovative approach A desire to form positive working relationships. Ability to cope positively with change 	
Qualifications	<p><i>The Applicant MUST hold a full Electrotechnical Qualification including NVQ or hold a current JIB Approved Electrician card.</i></p> <ul style="list-style-type: none"> Level 3 Electro Technical (Building and Structures) * 2356 NVQ Level 3 Electro Technical * 2382 18th Edition* 	<ul style="list-style-type: none"> 2377 PAT * Renewables qualification Assessors Award TAQA/V1 * Teaching qualification Security Alarms qualification Inspection and Testing *
Other Requirements	<ul style="list-style-type: none"> Willingness to take part in Open Evenings, Employer liaison, flexible working and careers events 	

*or equivalent