**JOB SPECIFICATION**



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| **JOB TITLE** | **AREA OF WORK** |
| Lecturer  Construction Plant Maintenance | Apprenticeship & Skills |
| **SALARY** | **BENEFITS** |
| Up to £31.329 (per annum)  In accordance with qualifications and experience  Band 3 | Teachers’ Pension Scheme  40 days annual leave to include up to 5 days to be taken between Christmas and New Year at direction of the Principal, plus Bank Holidays |
| **LINE MANAGER(S)** | **LINE MANAGER FOR** |
| Assistant Head of Apprenticeship & Skills (Engineering) | N/A |
| 1. **GENERIC KEY TASKS AND RESPONSIBILITIES**   **Refer to Management Guidelines regarding the determination of the duties of lecturing staff** | |
| Predominantly the role will be to provide inspirational teaching, learning and assessment of Construction Plant Maintenance and the provision of on-going advice and guidance, all focussed towards ensuring a valued learning experience.  The post holder must possess high level skills, knowledge, experience and a passion for the and construction plant industry, land based service engineering and the training of apprentices.   1. Manage learners to succeed so they achieve their full potential and provide positive value added results 2. Deliver high quality and effective teaching, learning and assessment 3. Quality assurance of all aspects of teaching, learning and assessment 4. Provide information, advice and guidance to apprentices and prospective learners / apprentices 5. Strengthen links with key stakeholders such as employers, industry, apprentices and parents   6 Attend meetings as identified by Line Manager  7 Undertake continuing professional development (CPD), as appropriate, including industry updating in order to meet the College and learning area objectives  8 Exceed College standards  9 Share good practice both within and outside of the learning area.  10 Network with staff in other areas to develop strategies, enhancing delivery to promote the stretch and challenge with all learners  11 Promote and adopt an innovative and collaborative approach for the planning and delivery of lessons and assessments | |

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| **(B)** **KEY TASKS AND RESPONSIBILITIES** **SPECIFIC TO CONSTRUCTION PLANT AND LAND-BASED ENGINEERING DEPARTMENT** |
| * Delivery of Construction Plant Maintenance qualifications to apprentices primarily on apprenticeship programmes. * Course tutor for Construction Plant skills and Land-based Engineering qualifications and other short courses should the need arise. * Undertake course management and personal tutor duties, as required * Support and participate in external industry events to enhance the learner / apprentice experience. * Contribute to the development and enhancement of learning programmes to ensure they are fit for industry. * Monitor and maintain accurate records of progress of Skills, Knowledge, Behaviours plus progression and destination utilising the recognised College systems * Take an active part in the development of innovative and interactive learning resources that support the college VLE to enhance the learners / apprentice experience. * Take an active part in the standardisation and internal verification of Construction Plant skills and Land-based Engineering qualifications * Work within the Construction Plant skills and Land-based Engineering team to provide an inspirational learning environment that helps all learners reach their full potential |
| * Be actively involved in the initial and subsequent assessment of learners / apprentices in order to establish specific learning aims * Communicate cohort progress to other areas as required (including employers) and keep areas informed of individual learners through recognised channels including regular attendance at Apprenticeship and Skills team meetings, quality boards as requested. * Be actively involved in the planning and implementation of examinations and internal assessments, particularly the new standards and EPA (end point assessments) * Contribute to the enhancement of engineering qualifications in liaison with industry and trailblazer groups to ensure engineering qualifications are fit for industry. * Actively represent the college at both educational and industry meetings both regionally and on a national basis. * Invigilate exams and internal assessments as required by Line Manager |

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| **C) DUTIES** |
| 1. **Manage learners to succeed**  * Participate in and support apprentice application, recruitment, enrolment and progression providing impartial advice and guidance and recruiting with integrity to ensure the best interests of the apprentices are met * Participate in and support inspirational apprentice induction * Manage learners through the initial six weeks in College and confirm or redirect to appropriate qualifications (currently not applicable to HE delivery) * Undertake personal tutorials, embracing and completing all aspects of the College electronic platform (OneFile) providing SMART targets for apprentices, which promote apprentice advancement and success * Meet with apprentices, employers, parents/guardians as directed by College protocols * Address concerns promptly, signpost to other professionals, internally or externally, if appropriate and confirm the actions have resulted in a positive outcome * Undertake course, programme, module, unit management as directed by your Line Manager and exceed expected standards identified internally or externally * Monitor Key Performance Indicators (KPI) and report on and action concerns through appropriate channels * Participate in curriculum enhancement and the development the wider curriculum e.g. employability skills and personal development as directed by your line manager |
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| 1. **Deliver Grade 1 teaching, learning and assessment** |
| * Deliver inspirational teaching, learning and assessment to promote high levels of student satisfaction and success * Share best practice in teaching, learning and assessment and provide support to colleagues through team meetings, peer observation etc * Produce detailed and highly effective schemes of work and lesson plans that motivate learners and ensure high success rates * Participate in the observation of teaching and learning and embrace areas for improvement positively * Develop a range of innovative assessment methods to meet the requirements of awarding bodies, expected standards and address learner individual needs * Produce effective assessment strategies to reduce front or end loading for learners, contribute to course team needs and provide for timely success * Produce assessment briefs to exceed expected standards * Provide timely and effective feedback to apprentices that contribute to apprentice development and success * Mark written work to high standards and support colleagues in this process * Track and record progress effectively and in a timely manner to support high levels of success and positive value added. * Effectively use the college E-Portfolio system to monitor on-going progress. |
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| **3 In line with the Professional Standards for Teaching and Training – England actively promote the professional values and attributes**   * Reﬂect on what works best in teaching and learning to meet the diverse needs of learners * Evaluate and challenge your practice, values and beliefs * Inspire, motivate and raise aspirations of learners through enthusiasm and knowledge * Be creative and innovative in selecting and adapting strategies to help learners to learn * Value and promote social and cultural diversity, equality of opportunity and inclusion * Build positive and collaborative relationships with colleagues and learners   **4 In line with the Professional Standards for Teaching and Training – England actively promote and embed professional knowledge and understanding into your practice**   * Maintain and update knowledge of subject and/or vocational area * Maintain and update knowledge of educational research to develop evidence-based practice * Apply theoretical understanding of effective practice in teaching, learning and assessment drawing on research and other evidence * Evaluate your practice with others and assess its impact on learning * Manage and promote positive behaviour * Understand the teaching and professional role and responsibilities   **5 In line with the Professional Standards for Teaching and Training – England actively promote the development of professional skills**   * Motivate and inspire learners / apprentices to promote achievement and develop their skills to enable progression * Plan and deliver effective learning programmes for diverse groups or individuals in a safe and inclusive environment * Promote the beneﬁts of technology and support learners in its use * Address the needs of learners and work creatively to overcome individual barriers to learning * Enable learners / apprentices to share responsibility for their own learning and assessment, setting goals that stretch and challenge * Apply appropriate and fair methods of assessment and provide constructive and timely feedback to support progression and achievement * Maintain and update teaching and training expertise and vocational skills through collaboration with employers * Contribute to organisational development and quality improvement through collaboration with others |
| 1. **Quality Assurance (QA)**  * Comply with internal and external quality assurance requirements * Undertake course and/or module management as directed by Line Manager and exceed expected standards identified internally or externally * Participate in course committee meetings, course team meetings, technical advisory meetings, as required by the designated role * Undertake / comply with internal verification (IV) and standardisation activities complying with College assessment and IV policies and procedures and external QA requirements, as required * Populate learner/course tracking sheets and presentin accordance with your role at performance / module boards * Take responsibility for the production / monitoring of key data plus the completion of self-assessment reports and action plans, as required * Invigilate examinations following awarding body regulations |
| 1. **Provide Information, Advice and Guidance**  * Provide impartial, accurate and current course specific information to future and current learners * Be aware of the range of support available and how to signpost to internal and external support * Produce and update course fact sheets and course/module handbooks to ensure the provision of accurate, current and complete information to prospective learners * Interview learners and offer a place on appropriate qualifications whilst recruiting with integrity and providing impartial advice and guidance * Attend and fully participate in College Open Mornings, the Country Fair, and other promotional / recruitment events, as required * Support learners in decision making with regard to their future progression and identify learner destinations or progression and record on their e-ILP |
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| **8 Attend meetings as identified by Line Manager**   * Contribute to learning area, as required * Attend and positively contribute to staff performance management meetings * Attend other internal and external meetings, as directed by Line Manager   **9 Undertake continuing professional development (CPD), as appropriate in order to meet College and learning area objectives**   * Attend internal or external CPD as directed by the Line Manager, Head of Teaching and Learning, Head of Quality, CPD or Human Resources * Undertake technical updating to ensure current industry standards are embedded in working practices |
| **10 Exceed College standards**   * To promote College sustainability policies and strategies by personal commitment * To take an active role in all team activities to ensure full compliance with agreed safety, quality and environmental standards and expectations * Promote the College values: * Respect for yourself, each other and the environment * Welcoming, honest and inclusive * Happy, safe and supportive culture * Inspiring learners and staff to be the best they can be * Positive and innovative * To promote Equality, Diversity and Inclusion at every opportunity. * Maximise effective use of time and personal ability * Be responsible for promoting and safeguarding the welfare of children, young people and vulnerable adults at all times in line with the College’s own Safeguarding Policy, including the “Prevent” agenda, procedures and practices * Be committed to pro-actively working towards the implementation of equality of opportunity in both service delivery and employment * Work flexibly within own range of competence * Be thoroughly aware of College Health and Safety policies and procedures and ensure that employees / learners within your responsibility are also. Seek to ensure appropriate implementation of such policies across all areas of responsibility * Adhere to the Data Protection Act 1998 and be thoroughly aware of the College Data Protection Policy and Procedure and ensure that employees within your responsibility implement such policies * Any other duties that may reasonably be required by Line Management and other College Senior Managers |

**Location of work**

This role is based at Myerscough's Preston campus

Employees may be required to work at or from any building, location or premises of Myerscough College, and any other establishment where Myerscough College conducts its business.

**Variation to this Job Description**

This is a description of the job as it is at present, and is current at the date of issue.  The job description will be renewed and updated as necessary to ensure that appropriate revisions are incorporated, and that it relates to the job to be performed.  This process is conducted jointly with the appropriate Line Manager.  Employees are expected to participate fully in the review and, following discussion, to update the relevant job description as is considered necessary or desirable.  It is our aim to reach agreement on reasonable changes.  However, if such agreement is not forthcoming, Management reserves the right to insist on changes following consultation with the relevant employee/s.

**FE** **EMPLOYEE SPECIFICATION**

(A) Assessed via Application form (I) Assessed via Interview

(P) Assessed via Presentation/Mini teach in interview (T) Assessed via Test

(PI) Post Interview

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| **ESSENTIAL CRITERIA:** | **DESIRABLE CRITERIA:** |
| ***Personal Attributes*** | |
| Presentable and professional appearance (I)  Ability to work as part of a team (A/I)  Ability to work to quality standards (A/I)  Good command of the English language (A/I)  Appropriate level of physical and mental fitness (PI) |  |
| ***Attainments*** | |
| PTTLS / PCET and willing to work towards PGCE / Cert Ed.  Level 3 qualification in Construction Plant or Land-based Engineering or related industry qualification at level 3 (A/I)  Substantial industry experience in a relevant sector (A/I).  Assessor Award or willing to complete within a given timescale (A/I)  GCSE, or equivalent, at Grade C or above or Level 2, or equivalent English and maths or willing to work towards (A)  **OR**  Significant industry experience and willing to work towards a teaching qualification within agreed time period (A)  GCSE at Grade C or above or Level 2, or equivalent English and maths or willing to work towards (A) | Degree in a related subject (A)  Teaching qualification eg PGCE / Cert Ed or equivalent (A)  Competent in ICT (A/I)  Evidence of consistent Grade 1 and 2 Lesson Observations (A/I)  High success rates, high grades and positive value added performance with learners (A/I)  Evidence of highly successful teaching, training and / or coaching experience (A/I)  Good knowledge and understanding of virtual learning environments and E-Portfolio systems.  Advanced Assessor Onefile Certification.  OneFile k |
| ***Special Aptitudes*** | |
| Excellent communication skills with the ability to motivate learners (A/I/P)  Teaching/training experience and knowledge of developments in teaching and learning (A/I)  Competent in ICT (A/I)  Adaptable and able to work flexibly, within a team or on own initiative (A/I)  Able to demonstrate the capability of being an inspirational role model for all stakeholders eg staff, students, parents / guardians (A/I/P) | Ability to deliver Good/Outstanding lessons (A/I)  Involved in latest course developments (A/I)  Good understanding of new apprenticeship standards and funding methodologies (A/I).  Coaching / mentoring staff / delivering CPD (A/I)  External verification/examination role (A/I) |
| ***Interests*** | |
| A professional interest in the subject discipline (A/I/P)  Evidence of high levels of continued professional development (A)  Empathy with education and a learner centred approach to teaching, learning and assessment (A/I/P) |  |
| ***Disposition*** | |
| Excellent interpersonal skills (I/P)  Approachable (I)  Person centred approach (I/P)  The capacity to communicate effectively both verbally and in the written word at all levels (A/I/P)  Enthusiastic and self-motivated (A/I) |  |

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| ***General*** | |
| An understanding of and positive approach towards “safeguarding” and a willingness to embed within the College \* (A/I)  An understanding of health and safety requirements of a working environment and willing to fully implement all aspects (A/I)  An understanding of equal opportunities issues and willing to positively promote equality, diversity and inclusion within an educational context (A/I) |  |
| ***Circumstances*** | |
| Willing to apply for Disclosure and Barring Service clearance at Enhanced level (A/I)  Ability and willingness to work flexibly (A/I)  Willing to complete external work placement visits (A/I)  Ability to work evenings/weekends, as required – careers/conventions/recruitment events (A/I)  Possess a current driving licence or willing to travel as required by other means (A/I) |  |

Interviews will explore issues relating to safeguarding/the “Prevent” agenda and promoting the welfare of children, including motivation to work with and ability to form and maintain appropriate relationships and personal boundaries with children and young people together with emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline.

**TERMS AND CONDITIONS**

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| **JOB TITLE** | **AREA OF WORK** |
| Lecturer in Construction Plant and Land-Based Engineering | Apprenticeship & Skills |
| **SALARY** | HOURS OF WORK |
| £20,357 - £29,526 per annum in accordance with qualifications and experience.  Teacher qualified staff commence at minimum £23,795  Fractional posts will be pro rata | 37 hours per week  Refer to Management Guidelines |
| ANNUAL LEAVE ENTITLEMENT | PENSION |
| 40 days annual leave to include up to 5 days to be taken between Christmas and New Year at direction of the Principal, plus Bank Holidays | Teachers’ Pension SchemeUp to £25,999 pa 7.4% Employee£26,000 - £34,999 pa 8.6% Employee£35,000 - £41,499 pa 9.6% Employee£41,500 - £54,999 pa 10.2% Employee£55,000 - £74,999 pa 11.3% Employee£75,000 and above pa 11.7% Employee16.48% Employer You will automatically become a member of the TPS |
| PROBATIONARY PERIOD | DRESS CODE |
| A probationary period of nine months applies to new entrants to the College | All post holders are expected to be of a professional and presentable appearance  Refer to Staff Professional Code of Conduct |
| REFERENCES / MEDICAL CLEARANCE / DISCLOSURE | |
| The appointment is subject to the receipt of satisfactory references, medical clearance and Disclosure & Barring Service check/ISA (if applicable)  Occupational Sick pay is not paid during the first four months of service and thereafter is subject to the College’s Sick Pay Scheme  **Please note that all new employees of the College will be required to pay for their DBS check (at present £44.00 for an enhanced level check).**  **Should your application be successful the College will process and pay for the DBS check on the employees behalf. The fee will then be deducted from the employee’s first salary.**  **Please see overleaf regarding DBS Update Service.** | |
| **CONTINUING PROFESSIONAL DEVELOPMENT** | |
| In order to comply with the Further Education Teachers’ Continuing Professional Development and Registration (England) Regulations 2007, you are required to:   * complete a minimum number of hours of continuing professional development every year; * maintain a record of the CPD you have undertaken; * make that record available to the College   Failure to comply with these requirements may lead to your dismissal. Full details of the College’s policy in relation to Continuing Professional Development is available to all employees | |
| **REQUIREMENT FOR TEACHING QUALIFICATIONS/ASSESSOR AWARDS** | |
| Teachers employed in a further education institution are required to hold the teaching qualifications prescribed by the Further Education Teachers Qualifications (England) Regulations 2001 and the Further Education Teachers Qualifications (England) Regulations 2007.  The type of qualification required depends on a number of factors, including the date on which employment commenced and the type of post which is held  The Corporation will review with employees, either prior to commencement of employment or shortly thereafter, the qualifications required for the post that applied forl and will provide such assistance as it deems reasonable to enable employees, if required, to secure requisite qualifications.  In the event that the requisite qualifications are not achieved within the period specified in the Regulations, the Corporation may have no alternative but to terminate employment and to this end the Corporation reserves the right notwithstanding any other provisions of this contract, to terminate employment by giving notice in accordance with clause 30.3 | |
| **COLLEGE VALUES** | |
| Promote the College values:   * Respect for yourself, each other and the environment * Welcoming, honest and inclusive * Happy, safe and supportive culture * Inspiring learners and staff to be the best they can be * Positive and innovative   ***Employees are expected to take responsibility for managing their own health, safety and wellbeing*.** | |

**DBS UPDATE SERVICE**

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| The Disclosure and Barring Service (DBS) update service lets applicants keep their DBS certificates up to date online and allows employers to check a certificate online. | |
| **BENEFITS TO YOU** | **HOW TO REGISTER** |
| * Saves you time and money * One DBS certificate may be all you will ever need * Take your DBS certificate from role to role within the same workforce * You are in control of your DBS certificate * Get ahead of the rest and apply for jobs DBS pre checked | You can [register online](https://secure.crbonline.gov.uk/crsc/subscriber) as soon as you have your application reference number. You can ask for the number when you apply for your DBS check.  Or you can wait and [register](https://secure.crbonline.gov.uk/crsc/subscriber) with your certificate number when you receive your DBS certificate. **If so, you must do so within 14 days of the certificate being issued.**  To check the progress of your DBS certificate use the [DBS tracking service.](https://secure.crbonline.gov.uk/enquiry/enquirySearch.do)  **Registration lasts for 1 year and costs £13 per year (payable by debit or credit card only).**  You’ll get an ID number with your registration that you need to log on to the service. Make sure you write it down. |
| **WHAT YOU GET** | |
| When you join, you’ll get an online account that lets you:   * Take your certificate from one job to the next * Give employers permission to check your certificate online, and see who has checked it * Add or remove a certificate | |