

Westminster Kingsway College

Job Description and Person Specification

Post:	Lecturer in Plumbing
Contract:	HPL
Hours:	1FTE
Reporting to:	Curriculum Manager of Construction
Grade:	Teaching and Learning
Salary:	£26.83 – £28.47 per hour

Key Purpose

The key purpose of the role is to deliver plumbing installation level 1 and Level 2 diploma to learners aged from 16-18, to a high standard.

Main Duties and Responsibilities

- To provide effective teaching to students at L1 and L2 in plumbing
- Assess students, including formative and summative assessments, internal verification and supervision of examinations.
- To act as a tutor to a group of students
- Contribute in monitoring strict attendance & punctuality, behaviour and performance college policies
- To ensure that employability is built into and delivered throughout the curriculum
- To organise and monitor effective work experience relevant to the learners
- To work to improve retention, achievement and progression
- To contribute to appropriate administration tasks including writing regular references and reports on students for LAs, parents/carers, employers and for any other purposes.
- To participate in the interviewing and enrolling of students and assisting in advice sessions and parents' evenings.
- To develop high quality resources
- To ensure high quality documentation and recording of the learner journey
- To comply with College quality monitoring policies and procedures.
- To attend course team/department meetings as appropriate. Demonstrate model behaviours that, at all times, are consistent with an open, inclusive and participative style;
- Be proactive in identifying and pursuing opportunities that are appropriate to maintaining his/her continued professional development;
- Demonstrate a commitment to the development and practice of equal opportunities in every aspect of the life of the College; abide by the College's data protection policy;
- Actively participate in the appraisal scheme;

- Participate in the implementation of and compliance with the provisions of legislation and good practice relating to health and safety;
- Carry out work in a manner and framework that is consistent with the College's requirement to safeguard children and vulnerable people;
- Work within the College values.

Expectations of the Post Holder

- To demonstrate model behaviours that, at all times, are consistent with an open, inclusive and participative style.
- To be proactive in identifying and pursuing opportunities that are appropriate to maintaining his/her professional development, and actively participate in the Group's appraisal scheme.
- To carry out his/her duties at all times with due regard to the Group's policies, including Safeguarding, Health & Safety, Equal Opportunities, and Data Protection, and participate in training as and when required.
- To work flexibly and to undertake such other duties that may reasonably be allocated by the line manager.
- Ensure equality, diversity and inclusion are actively promoted and advanced as part of this role within the Group

Special Conditions

- The nature of this post means that the post holder may need to travel from time to time to other College centres and external venues.
- The post holder will be contracted to work for a defined number of hours per week but it is a requirement of this post that the holder will flex these hours to reasonably meet the needs of the service, which may include working occasional evening and weekends.
- This post falls within the scope of the regulations requiring a Disclosure & Barring Service (DBS check).

All teaching staff at the College are expected to support students to develop their English and Maths skills, using teaching, learning and assessment opportunities within the curriculum or through the delivery of Additional Learning Support, to do so. You will be expected to mark students' work carefully and thoroughly, giving advice on how it could be improved, and also correcting spelling, grammar and vocabulary when necessary.

Newly appointed staff without a Level 2 English and Maths qualification will be supported with in-service training to develop their professional skills to enable them to confidently develop the English and Maths skills of their students.

N.B. This job description is designed to outline a range of main duties that may be encountered. It is not designed to be an exhaustive listing of tasks and can be varied in consultation with the post holder in order to reflect changes in the job or the organisation.

EDI

We value diversity and positively welcome applications from all backgrounds. This will help ensure our workforce better reflects the diverse wider community we support. Applicants who declare a disability meeting the minimum criteria for the role will be guaranteed an interview.

Safeguarding

We are committed to safeguarding and promoting the welfare and safety of our students and expect everybody working for the Group to share this commitment. We actively seek DBS enhanced clearance checks for applications of employment as part of our safeguarding procedures.

Person Specification

	Criteria	Essential	Desirable
Qualifications / Professional Development	A teaching degree/qualification or equivalent qualification in a relevant subject.		X
	A full recognised teaching qualification	X	
	A specialist qualification in teaching Plumbing & Multi-skills	X	
Knowledge / Experience	Experience of on-going professional updating and development in relevant fields.	X	
	Trade and industry knowledge	X	
	Experience working in an FE college or equivalent	X	
Skills / Abilities	An understanding of the learning needs of students at L1and L 2	X	
	Up to date knowledge and industry experience of basic Plumbing and Multi-skills trades	X	
	An understanding of the reasons for an Equal Opportunities Policy and how it affects the immediate working environment and relationships with clients.	X	
	An awareness of safeguarding and how it relates to the work of this post in a further education College.	X	