

## **JOB DESCRIPTION**

<b>Post Ref:</b>	<b>1753</b>
<b>Post Title:</b>	<b>Associate Lecturer – Construction (Plumbing)</b>
<b>Grade:</b>	Academic
<b>Responsible to:</b>	Senior Learning Lead
<b>Responsible for:</b>	None

## **JOB PURPOSE**

To develop curriculum and learning activities that support the delivery of excellent teaching, learning and assessment. This Associate Lecturer role will provide cross-college delivery and contribute to the growth of high-quality provision, including adult and commercial activity.

## **KEY TASKS AND RESPONSIBILITIES**

1. Undertake teaching, learning and assessment including tutoring as agreed with the Senior Learning Lead.
2. Maintain academic standards and motivation and being aware of curriculum developments that promote College values and a positive learner experience.
3. Ensure teaching, learning and assessment supports the literacy, numeracy and digital skills development of learners.
4. Undertake necessary planning for delivery of teaching, learning and assessment e.g. schemes of work, assessment plans and learner feedback.
5. Ensure learner assignments and assessments are marked and results reported in a timely manner and in accordance with college and awarding body policies.
6. Maintain acceptable standards of learner achievement, behaviour, discipline and punctuality.
7. Use the College's systems for tracking and monitoring learner progress.
8. Take an active role in maintaining high learner attendance, retention, progress, achievement, and progression rates.
9. Undertake necessary course administration and development as required by cross-college colleagues, Senior Learning Lead and Director of Learning.
10. Attend relevant meetings as determined by the Senior Learning Lead and Director of Learning in pursuit of the co-ordination of college educational activities.

11. Participate in marketing activities and promotion of the College as required by the Senior Learning Lead and Director of Learning.
12. Work with the Senior Learning Lead and other colleagues as required to develop new courses linked to employer and local skills needs, and the curriculum area outputs.
13. Work with employers to promote our curriculum offer and be responsive to employers and be flexible in approach.
14. Carry out additional roles within the college as may be agreed from time to time.
15. Work flexibly with availability to work some evenings and/or weekends.

### **OTHER RESPONSIBILITIES**

In common with all other employees of the College, the postholder is expected to: -

1. Perform duties to a high standard and to ensure that the quality assurance processes are implemented successfully across the College, particularly those relating to their own role.
2. Positively contribute to a safe learning and work environment ensuring compliance with Health and Safety policies and procedures.
3. Have a personal responsibility for Safeguarding and promoting the welfare of children, young people and vulnerable adults to ensure compliance with Safeguarding policies and procedures.
4. Participate in and make an appropriate contribution to the College's planning and review process.
5. Take a proactive role in the maintenance of acceptable standards of learner behaviour.
6. Contribute to the development and delivery of the College's 5 Pillars within Strategic Plan and to the achievement of the objectives contained therein.
7. To make a full contribution and evidence impactful activity to drive the Equality, Diversity and Inclusion agenda.
8. Keep up to date with issues affecting the role and contribute to staff development activity.
9. To undertake any other duties considered commensurate with the level and responsibility of the role.

## APPLICATION GUIDANCE

To ensure we have the right people, with the right skills in the right roles, a competency based approach is integrated into our selection process at the College. Put simply, this means that for each role there is a person specification detailing specific criteria and competencies (or behaviours), which we believe are essential if the job is to be performed well.

The document overleaf entitled 'Associate Lecturer: Person Specification' provides details of the specific criteria attached to this post. In the initial application, you are asked to show how you feel you meet these requirements. It is recommended that you use the headings from the Person Specification to help you organise your information. The panel will shortlist applications in line with the Person Specification match. *If you do not meet the 'essential criteria' your application will not be considered for shortlisting.*

**Please visit [www.boston.ac.uk](http://www.boston.ac.uk) to complete an online application form.**

**Once completed, your application should be submitted as soon as possible.**

## Associate Lecturer: Person Specification

1. ESSENTIAL CRITERIA	SOURCES OF EVIDENCE		
	Application	Presentation/ Micro teach	Panel Interview
<b>Technical &amp; Professional Qualifications:</b>			
Minimum Level 3 sector-specific qualification (or substantial workplace experience)	✓	✓	
Assessor and/or Teaching Qualification i.e. PGCE/PTTLS/Cert Ed or equivalent or be willing to undertake a teaching qualification	✓		
Level 2 or equivalent in Literacy and Numeracy or be willing to undertake a Level 2 in both Literacy and Numeracy	✓		
<b>Skills:</b>			
Ability to motivate and inspire others			✓
Ability to work both effectively as part of a team and on your own initiative			✓
Excellent organisational and time management skills		✓	
Excellent communication skills		✓	
Ability to use common Microsoft Office packages and demonstrate effective digital skills to support the delivery of outstanding teaching, learning and assessment	✓	✓	
<b>Experience:</b>			
An awareness of the importance of Equality & Diversity	✓		✓
Experience of working with a diverse range of individuals	✓		
<b>Knowledge:</b>			
An understanding of safeguarding and a commitment to creating a safe learning environment and demonstrate your suitability to working with children, young people and vulnerable adults	✓		✓
Knowledge of the working environment and how people operate within it	✓	✓	
<b>2. COMPETENCIES</b>			
<b>Coaching</b> Provides timely guidance and feedback to help others strengthen their skills and knowledge.			✓
<b>Contributing to team success</b> Actively participates as a member of the team to ensure the team moves towards the completion of its goals.			✓
<b>Managing Work</b> Effectively managing own time and resources to ensure that work is completed efficiently.		✓	
<b>Work Standards</b> Sets high standards for self and others, assumes responsibility and accountability for completion of tasks on behalf of the team.			✓

3. DESIRABLE CRITERIA			
Teaching or assessor/instructor experience.	✓		
Experience of course design, management, marking and assessment	✓		
Ability to use online platforms in the communication, management and creation of resources to develop teaching, learning and assessment	✓		

**NB: You must be willing to undertake the necessary teacher training if not already qualified and a Level 2 in both Numeracy and Literacy.**