

# BORDERS COLLEGE

## JOB DESCRIPTION

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<b>Job Title</b>	Trainee Lecturer – Civil Engineering, 0.5 Fte Permanent
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<b>Post Holder</b>	
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<b>Accountable To</b>	Curriculum and Learning Manager – Sustainable Construction
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<b>Responsible For</b>	Providing learning, teaching and assessment in line with pre-agreed timetables
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<b>Department</b>	Construction Portfolio
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<b>Overall Purpose of Job</b>
To provide effective learning, teaching and assessment as agreed with the Assistant Principal and Curriculum and Learning Manager

<b>Main Duties and Responsibilities</b>
<b>CORE KEY ACCOUNTABILITIES:</b>
1 Formally structured teaching to agreed target detailed on the timetable using a range of appropriate learning and teaching methods.
2 To develop, review, maintain and update learning and teaching materials including lesson plans, handouts, presentations and formative assessment.
3 Effective assessment of learning and teaching, student tutorials/projects, etc.
4 To maintain accurate records relating to student attendance and achievement.
5 To carry out assessments in line with awarding body standards and provide formal feedback to students.
6 To comply with all College Policies and Procedures.
7 To provide curricular guidance and first line discipline to students as required.
8 To maintain professional teaching standards and vocational qualifications.
9 To attend agreed professional/staff development and to participate in the Individual Staff Review process.
10 To participate in Portfolio area and other College meetings as required.

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**You may also be required to:**

- 1 Undertake duties as an Internal Verifier in line with College Policy and Procedures in an area of occupational competency.
- 2 To undertake the duties of a Course Tutor.
- 3 To support the work of the Portfolio Area in terms of recruitment, marketing and resourcing as required.

**The above mentioned duties and responsibilities represent the current situation and may change over time to reflect the changing needs and requirement of the College.**

Signed ..... Date .....  
(Staff Member)

Signed ..... Date .....  
(Line Manager)

**PERSON SPECIFICATION**

<b>QUALIFICATIONS</b>	<b>Essential or Desirable</b>
<b>TQFE</b>	<b>D</b>
<b>PDA Learning &amp; Teaching</b>	<b>D</b>
<b>Civil Engineering/Construction qualification at SCQF Level 7 or above</b>	<b>E</b>
<b>L&amp;D9/DI or A1 or D32 /33</b>	<b>D</b>
<b>L&amp;D11 or V1 or D34</b>	<b>D</b>

<b>KNOWLEDGE</b>	<b>Essential or Desirable</b>
<b>CAD Experience</b>	<b>D</b>
<b>Site Surveying Experience</b>	<b>D</b>
<b>Sound knowledge of Assessment Strategy for agreed subject areas</b>	<b>D</b>
<b>Sound knowledge of Industry Standards for agreed subject areas</b>	<b>D</b>
<b>Ability to complete Compliance documentation</b>	<b>E</b>
<b>ICT skills (Microsoft Word / Excel / Outlook)</b>	<b>E</b>

<b>EXPERIENCE</b>	<b>Essential or Desirable</b>
<b>Substantial experience of working in relevant sector</b>	<b>E</b>
<b>Proven track record of team working</b>	<b>E</b>
<b>Experience of working independently</b>	<b>E</b>
<b>Site Civil Engineering</b>	<b>E</b>

<b>INTERPERSONAL SKILLS &amp; ABILITIES</b>	<b>Essential or Desirable</b>
<b>Effective Presentation skills.</b>	<b>D</b>
<b>Excellent communication skills – both individual and group.</b>	<b>D</b>
<b>Negotiating and influencing skills.</b>	<b>D</b>
<b>Ability to work within a team</b>	<b>D</b>

<b>OTHER ABILITIES/QUALITIES</b>	<b>Essential or Desirable</b>
<b>Good time management &amp; organisational skills.</b>	<b>D</b>
<b>Effective decision-making skills.</b>	<b>D</b>
<b>Good understanding of Maths in an Engineering/Construction context.</b>	<b>D</b>
<b>Ability to work flexibly and effectively respond to changes.</b>	<b>D</b>