



# BORDERS COLLEGE

## JOB DESCRIPTION

Job Title	Supply Lecturer - Electrical Installation
Post Holder	
Accountable To	Delivery Team Manager
Responsible For	Providing learning, teaching and assessment in line with pre-agreed timetables
Department	Applied Construction & Engineering

<b>Overall Purpose of Job</b>
To provide effective learning, teaching and assessment as agreed with the Head of Sector and Delivery Team Manager

<b>Main Duties and Responsibilities</b>
<p><b>CORE KEY ACCOUNTABILITIES:</b></p> <ol style="list-style-type: none"> <li>1 Formally structured teaching to agreed target detailed on the timetable using a range of appropriate learning and teaching methods.</li> <li>2 To develop, review, maintain and update learning and teaching materials including lesson plans, handouts, presentations and formative assessment.</li> <li>3 Effective assessment of learning and teaching, student tutorials/projects, etc.</li> <li>4 To maintain accurate records relating to student attendance and achievement.</li> <li>5 To carry out assessments in line with awarding body standards and provide formal feedback to students.</li> <li>6 To comply with all College Policies and Procedures.</li> <li>7 To provide curricular guidance and first line discipline to students as required.</li> <li>8 To maintain professional teaching standards and vocational qualifications.</li> <li>9 To attend agreed professional/staff development and to participate in the Individual Staff Review process.</li> <li>10 To participate in Faculty and other College meetings as required.</li> </ol> <p>You may also be required to:</p> <ol style="list-style-type: none"> <li>1. Undertake duties as an Internal Verifier in line with College Policy and Procedures in an area of occupational competency.</li> <li>2. To undertake the duties of a Course Tutor</li> </ol>

To undertake Personal and Professional Development:

- Adopt flexible working methods to meet the changing needs of the College
- Develop and maintain high quality standards appropriate to the post
- Develop and maintain professional standards and expertise by undertaking relevant professional development

To demonstrate appropriate Competency and Behaviours:

- Promote and comply with legislation including Health and Safety, Equalities and Inclusion, General Data Protection Regulation, Prevent and Safeguarding
- Conduct yourself at all times in line with our college values and behaviours
- Comply with College Policies and Procedures relating to Staff and Students

You may also be required to:

- To support the work of the College in terms of recruitment, marketing and resourcing as required
- Undertake any other duties appropriate for the efficient and effective management of the College as directed

**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>
TQFE		D
PDA Learning & Teaching		D
SJIB Qualification or Equivalent at SCQF Level 7		E
Professional qualification related to subject area		E
Requirements for Electrical Installation: BS7671 - 18 <sup>th</sup> Edition + amendments		E

<b>KNOWLEDGE/SKILLS</b>		<b>Essential or Desirable</b>
Current relevant Industry knowledge		E
Experience of delivery		D

<b>EXPERIENCE</b>		<b>Essential or Desirable</b>
Experience in teaching subject area or related subject.		D
Experience of working in subject related sector		E

<b>INTERPERSONAL SKILLS &amp; ABILITIES</b>		<b>Essential or Desirable</b>
Effective Presentation skills.		E
Excellent communication skills – both individual and group.		E
Negotiating and influencing skills.		E

<b>OTHER ABILITIES/QUALITIES</b>		<b>Essential or Desirable</b>
Good time management & organisational skills.		E
Effective decision-making skills.		E
Excellent ICT skills.		E
Ability to work flexibly and effectively respond to changes.		E