

BORDERS COLLEGE

JOB DESCRIPTION

Job Title	Trainee Lecturer – Bricklaying, Permanent (17.5 hours per week)
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Post Holder	
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Accountable To	Curriculum & Learning Manager Sustainable Construction
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Responsible For	Providing learning, teaching and assessment in line with pre-agreed timetables
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Department	Sustainable Construction
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Overall Purpose of Job
<ul style="list-style-type: none"> To provide effective learning, teaching and assessment as agreed with the Assistant Principal and Curriculum and Learning Manager
Main Duties and Responsibilities
<ul style="list-style-type: none"> Formally structured teaching to agreed target detailed on the timetable using a range of appropriate learning and teaching methods. Effective assessment of learning and teaching, student tutorials/projects, etc. To maintain accurate records relating to student attendance and achievement. To carry out assessments in line with awarding body standards and provide formal feedback to students. To attend and contribute to team meetings, standardisation and moderation meetings To comply with all College Policies and Procedures. To provide curricular guidance and first line discipline to students as required. To maintain professional teaching standards and vocational qualifications
Quality Management
<ul style="list-style-type: none"> To comply with internal systems for quality including Internal Verification, audits, Approvals. To comply with external systems for quality including External Verification, audits.
Customer Service
<ul style="list-style-type: none"> To meet Borders College's contractual obligations for delivery of all services and assessment to our customers.
Programme / Product Development
<ul style="list-style-type: none"> To develop, review, maintain and update learning and teaching materials including lesson plans, handouts, presentations and formative assessment.

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Equal Opportunities

- To ensure that Borders College's Equal Opportunities policy and procedures are adhered to.

Health & Safety

- To ensure safe and healthy environments for all candidates, staff and visitors
- To adhere with Borders College's Health and Safety policies, procedures and systems

Finance

- To meet agreed milestone as identified by Awarding Bodies and line manager

Other Accountabilities

- To maintain high quality continuous professional development activities within area of expertise
- To maintain accurate, up to date CPD records.

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

QUALIFICATIONS	Essential or Desirable
SVQ level III in Brickwork or equivalent at SCQF Level 6	E
Advanced Craft in Brickwork at SCQF Level 7	D
Assessor Award (D32/33, A1, L&D9i etc)	D
Verifier Award (D34, V1, L&D11 etc)	D
TQFE	D
Communications	D
Numeracy	D

KNOWLEDGE	Essential or Desirable
Understanding of the range of skills to be delivered in Bricklaying	E
Ability to form motivating relationships with learners	E
Good communication skills with groups and individuals	E
Ability to work independently but recognise when to seek advice	E
IT skills (word processing, use of internet, e-mail)	E
Previous knowledge of delivering academic units	D
Aware of strategies to engage young learners	D
Understanding of possible learning difficulties	D

EXPERIENCE	Essential or Desirable
Industrial experience in Brickwork / Construction	E
Teaching experience	D
FE Experience	D

INTERPERSONAL SKILLS & ABILITIES	Essential or Desirable
Good knowledge of social inclusion issues	D
Good knowledge of discrimination issues	D
Evidence of Continuing Professional Development	D

In-Post Training:

- Successful applicants will be expected to achieve Learning and Development units required for the post within 12 months. The College will support the successful applicant to achieve the units within the timeframe.

General:

- The above outline of major tasks and activities is not exhaustive. Postholders are expected to carry out activities within their ability/experience and within the overall remit of the post.
- The post will be operated on an annualised hours basis

Selection Activities:

- The selection activities used will depend on the Curriculum Area and specific nature of the Instructor role to be filled. The Recruiting Manager and HR Officer will discuss and determine the most appropriate activities at the Vacancy Requisition stage.