

# Job Description and Person Specification



## LECTURER IN PLUMBING

<b>Salary:</b>	<b>£32,517 or £35,514 pa inclusive (Please read “Explanation of Lecturer Salary” attached)</b>  <b>Up to 10% scarcity allowance to be negotiated where applicable</b>  <b>Depending on current earnings you will be placed on either point 11 or point 13. An additional 10% salary payment can be negotiated subject to evidence of higher earnings.</b>  <b>After one year you will have the opportunity to progress to points 12 or 14 subject to set criteria</b>
<b>Hours:</b>	<b>36 hours per week</b>
<b>Leave:</b>	<b>47 days annual leave per annum plus public holidays plus 5 days Christmas efficiency closure</b>
<b>Reports to:</b>	<b>Curriculum and Quality Team Manager</b>
<b>Location:</b>	<b>This post will initially be based at the Skills and Logistics Centre in Feltham however you may be required to work at the Isleworth site</b>

**The purpose of the post:** The ideal candidate should have strong, recent, practical experience in the plumbing trade, with a good record of health and safety. We currently teach a range of courses, including an important focus on lower-level courses and 14-16 year old students on school link courses.

We are also investing £3million in the development of our Construction workshops at Feltham to increase Apprenticeship opportunities and progression routes and develop Traineeships.

### **Teaching**

1. Assist the Curriculum and Quality Team Manager in the development of student centred teaching/ learning strategies and deliver high quality teaching and learning with particular focus on Multi Skills in Plumbing.
2. Advise and assist the Curriculum Team Manager with regard to course development and modification.
3. Negotiate targets for performance with the Curriculum and Quality Team Manager and ensure that agreed action is taken to ensure continuing improvement to the quality of the provision.
4. Liaise with other lecturers and other appropriate staff regarding matters of assessment, student progress, work placements and other organisational matters.

5. Ensure that reports relating to students' progress are prepared for employers, parents or sponsors as appropriate.
6. Report to and consult with the Curriculum and Quality Team Manager to ensure that agreed practices are consistently followed, particularly in respect of all review, evaluation and planning activities, including team meetings.
7. Prepare students' references for employment, Further and Higher Education.
8. Ensure students are entered for appropriate examinations.
9. Teach on a range of plumbing and multi skills courses up to level 2. This includes associated organisational and administrative work, preparation, marking, record keeping and health and safety.
10. Act as a personal tutor on courses as deemed necessary by the college; to include student welfare and academic counselling.
11. Arrange for students to receive advice regarding careers and further educational opportunities from Careers Advisory staff.

### **General**

1. Promote and support equality of opportunity in all aspects of the post, and undertake training where necessary, in accordance with the agreed equal opportunities policy.
2. Promote a positive image of the college in all contact with students, employers and professional bodies.
3. Adhere and comply with the college financial regulations.
4. Contribute a mutually supportive approach to the achievements of the mission and strategic objectives of the college.
5. Participate in relevant promotional and marketing events.
6. Liaise with appropriate student support agencies within the college, e.g. college counsellors, nurses, student liaison officer.
7. Participate in the development of construction and craft skills in the college and contribute to curriculum development.
8. Liaise as required with relevant external agencies.
9. Undertake additional duties at enrolment times as required, including evening work.
10. Share responsibility for the plumbing facilities with other lecturers in the area.
11. Carry out such other related duties as may be required by Curriculum and Quality Team Manager/Director.

# Person Specification

Please study the items in this person specification carefully and when completing your application form try to describe your knowledge, skills and experience in terms of those particular items:

1. Possess a qualification relevant to the plumbing areas.
2. Have relevant experience in plumbing or a related area.
3. Have knowledge of health and safety and how it applies to students' learning.
4. Have sound understanding of relevant plumbing techniques and how they could be communicated to students.
5. Show commitment to and be able to provide evidence of continuous professional development and demonstrate its impact on teaching and learning.
6. Possess appropriate IT skills relevant to the post, or be willing to undertake training.
7. Have a teaching qualification or be willing to obtain one within an agreed timescale.
8. Have experience of teaching in further education.
9. Have knowledge and experience of Apprenticeship and Traineeship provision.
10. Possess the Training, Assessment & Quality Assurance (TAQA) qualifications for assessors and verifiers or be committed to attaining these awards.
11. Be able to demonstrate good oral and written communication skills.
12. Have the ability to work with students with a range of learning styles and ability.
13. Be able to work to deadlines.
14. Be able to work as part of a team.
15. Have an awareness and understanding of equal opportunities
16. Have an awareness and understanding of Safeguarding, Prevent and how to embed these into the curriculum

## **Equality and diversity**

West Thames College champions excellence, integrity, equality and respect. This means we aspire to the highest achievements for our students and the best possible working environment for our staff.

The whole college community - women and men, younger and older, from different , social and ethnic backgrounds, a variety of faiths, cultures and languages, lesbian, gay and straight, disabled and non-disabled – we are all treated with the same respect and entitled to the same chances to succeed.

We champion diversity because we know that a rich mix of people makes the college a more productive and creative place to study and work.

And we champion equality because it is the right thing to do.

**Closing date:** 11 October 2018  
**Interview date:** 30 October 2018  
**Reference No:** Plumbing2018

# Conditions of Service

<b>Contract:</b>	Permanent Full time
<b>Salary:</b>	<b>£32,517 or £35,514 pa inclusive</b> Up to 10% scarcity allowance to be negotiated where applicable Please note this is a spot salary on either point 11 or point 13 of our lecturer salary scales  Depending on current earnings you will be placed on either point 11 or point 13. An additional 10% salary payment can be negotiated subject to evidence of higher earnings.  After one year you will have the opportunity to progress to points 12 or 14 subject to set criteria.
<b>Pension:</b>	Staff are entitled to participate in the Teachers Superannuation Scheme subject to its terms and conditions.
<b>Annual Leave:</b>	47 days annual leave per annum plus public holidays. In the interests of efficiency, the Corporation may decide to close for up to 5 days in each year. These hours will be awarded as additional leave.
<b>Teaching Qualifications:</b>	Lecturing staff are required either to have upon commencement of employment, or to obtain within a specified period after commencement the qualifications required for the post.  The type of qualification required and the time period for acquiring it, depend upon a number of factors, including the type of post that is held, the teaching that is undertaken, and whether the Individual works full-time or part-time.
<b>Hours:</b>	36 hours per week
<b>Probation:</b>	Employees who commence their employment between 1 September and 31 May inclusive will be subject to 26 weeks probation before their employment can be confirmed as permanent.  Employees, who commence their employment between 1 June and 31 August, and those with term time only contracts, will be subject to 36 weeks probation period before their employment can be confirmed as permanent.  The extended period of probation is ensure that there is an adequate period of "normal" working during which to provide support and assess an employee's performance.
<b>Disclosure</b>	The post will be offered subject to an enhanced Disclosure satisfactory to West Thames College which will be conducted by the Disclosure and Barring Service.

## **EXPLANATION OF LECTURER SALARY**

1. All new construction and Multi Skills lecturer entrants are placed on point 11 of the scale, which is £32,517 pa inclusive.
2. Where there is evidence of current earnings in excess of point 11, the applicant may be placed on point 13 of the scale which is £35,514.
3. When postholders have been at point 11 or point 13 for one year, they will be invited to apply to progress to point 12 or point 14 on the scale. Lecturers have to meet a simple set of criteria to ensure that they are performing satisfactorily and will then progress to the next point.
4. Once progression to point 12 has been granted, progression to point 13 and 14 will occur annually on an automatic basis. Increments will be awarded annually on the anniversary of the date of appointment. Again, this means that every year the postholder will receive an incremental point increase (very approximately £1,000) in addition to the cost of living increase received by all staff.

## **Additional information for teaching applicants**

West Thames College is committed to striving towards being an outstanding college.

As part of our commitment we offer our staff an entitlement to strong and supportive line management along with staff development opportunities and we provide 3 dedicated Development Days per year for specific staff training.

### **IT Skills**

To enable us to meet our target of being outstanding we require that our teaching staff have a minimum level of IT skills:

- ability to use email
- understanding of WORD
- understanding of EXCEL
- ability to research via the internet
- ability to undertake basic IT trouble shooting

### **Literacy Skills**

In accordance with the Life Long Learning UK regulations teaching staff are required to possess specific levels of literacy skills.

You will be required to provide evidence that you possess literacy skills at Level 2 which is equivalent to GCSE English, grade C or above. If you are unable to provide this evidence you will be required to complete a skills test to assess your literacy skills.

The assessment consists of 40 questions and the pass mark is 30. The assessment can last up to one hour.

### **Induction**

We offer support and guidance to all new staff via our induction process. To identify the training needs and support required for new staff our selection process for lecturers will consist of the following:

1. A formal panel interview where you will be assessed against the person specification criteria.
2. A micro teach. You will be given a topic on which to prepare a micro teach and will be required to present this to a panel. If the topic is given on the day you will be given preparation time.

Training needs identified at interview will form part of your individual Induction training plan.

**If you do not possess the minimum requirement upon entry into the organisation your manager will identify your needs via the Induction or Probation process and you will be enrolled onto an in-house course to ensure you meet the standards required to undertake your role.**