

**Teacher: Electrical Installations  
Construction and Building Services  
Ref: 21.40**

## 1. The Appointment

This is a great opportunity for a dynamic, professional individual qualified in an appropriate discipline to join a forward thinking college to develop and teach on Electrical Installations, across a range of courses and across all disciplines.

We are seeking to recruit enthusiastic and dynamic individuals to be part of our Electrical Installations Building Services team, to teach and assess across a range of programmes. You will plan, deliver and assess identified vocational programmes and support developments within the area.

You will be a highly self motivated, energetic and driven individual, encompassing a strong sense of autonomy. You will possess strong presentation and communication skills and be able to demonstrate achievement of targets.

You will be a role model for college learners and will work to the classroom professional standards.

This post carries a commitment of 828 delivery hours.

The role will require you to embed the college's values; **Respect, Integrity, Collaboration, High Expectations and Responsibility.**

## 2. The Post

### 2.1 Main Duties and Responsibilities

- a) To co-ordinate, design, deliver and develop a programme(s) of study for a group(s) of learners in college.
- b) To develop best practice in learning, teaching and assessment ensuring standardisation and continuity.
- c) To assess learners according to established guidelines.
- d) To develop part-time and full-time programmes.
- e) To design, develop and monitor resources for learner use.
- f) To act as personal tutor to a group(s) of learners and co-ordinate tutorial support liaising with your Head of Department. Provide accurate current feedback on progress and outcomes to managers and learners.
- g) To monitor and manage learner attendance and maintain appropriate standards of behaviour.
- h) To keep up-to-date with curriculum initiatives, development of standards and general developmental and professional issues relating to the delivery of learning in your area.

- i) To contribute to the internal and external quality assurance procedures in line with Awarding Body and college requirements.
- j) To implement quality procedures, contributing to thorough, evaluative programme reviews which feed into the self-assessment process.
- k) To complete documentation, appropriate records of learner performance and administration associated with role and responsibilities.
- l) To implement the college's Mathematics and English Policy.
- m) To take responsibility for and participate in continuous professional development.

## 2.2 Other Responsibilities

- a) To uphold and promote college policies and procedures, promoting those specifically applicable to this area of work, including the Equality & Diversity and Health & Safety policies and procedures and attend training as requested.
- b) To comply with the college's own safeguarding policy and practices and attend training as requested.
- c) To keep up to date, so far as necessary, for the efficient executing of the job, with new legislation, procedures and techniques and attend relevant mandatory training.
- d) To be conversant with and participate in activities and developments at college, regional and national level which are relevant to the post.
- e) To present and promote an appropriate public image in representing the college.
- f) To undertake any other duties as may reasonably be required commensurate with the post.

## 3. Skills, Qualities & Knowledge

	Essential	Desirable
<b>Qualifications:</b>		
Diploma in Teaching in the Lifelong Learning Sector (DTLLs) or equivalent, e.g. Certificate in Education/PGCE		✓
Level 3 (minimum) qualified within relevant vocational sector	✓	
English to at least level 2	✓	
Maths to at least level 2	✓	
IT qualifications/experience		✓
Assessor Qualification	✓	
Verifier Qualification		✓
<b>Experience</b>		
Recent and relevant experience of delivering high quality and effective learning experience to groups and individuals	✓	
Evidence that you are able to apply effective approaches to teaching to more than one level and target audience	✓	
Recent and relevant experience of working within an	✓	

	Essential	Desirable
appropriate vocational environment or of appropriate professional updating		
<b>Skills /Knowledge</b>		
Demonstrate extensive range of knowledge, understanding and application of curriculum development, innovation and delivery strategies	✓	
Demonstrate suitability to work with children and vulnerable adults including knowledge/understanding of safeguarding and its importance within the college	✓	
Knowledge of current initiatives within the sector and the vocational area of responsibility	✓	
Excellent communication, inter personal and presentation skills and the ability to influence others and build positive relationships	✓	
Ability to plan and prioritise	✓	
Ability to work as part of a team to achieve common objectives	✓	
Ability to work at level 2 in English	✓	
Ability to work at level 2 in mathematics	✓	
Good working use of IT; in Microsoft word, PowerPoint and outlook	✓	
<b>Qualities linked to college values</b>		
Set high professional standards for one's own practice and high expectations for learners	✓	
Demonstrate understanding and promotion of equality and diversity and customer service	✓	
Demonstrate an ability to take responsibility for own and others Health and Safety at work	✓	
Demonstrate that you take responsibility and ownership, e.g. meeting deadlines, sharing practice and following organisational procedures	✓	

#### 4. Position within the College

The post-holder will report to the Head of Department.

#### 5. Terms & Conditions

- a) The post is offered on a West Nottinghamshire College Delivery contract and is subject to those terms and conditions.
- b) Competitive salary.
- c) You will be entitled to 32 days leave, plus bank holidays and up to 4 concessionary days.
- d) You will be required to work 37 hours per week on a flexible basis.
- e) The college operates a contributory Average Salary Pension Scheme, (Teachers' Pensions).

- f) The post holder may be located at any West Nottinghamshire College Site and may be expected to travel as required. You will however be given reasonable notice of any change in your principal place of work and be fully consulted.

## **6. The Application**

Individuals with the appropriate experience, qualifications and personal qualities are invited to complete an online application form by **5pm on Wednesday 10<sup>th</sup> November 2021**.

[www.wnc.ac.uk/vacancies](http://www.wnc.ac.uk/vacancies)

**THE COLLEGE PROMOTES EQUALITY OF OPPORTUNITY AND WELCOMES APPLICATIONS FROM ALL SECTORS OF SOCIETY.**

**The college is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Posts are all subject to DBS check. The successful candidate will be required to pay for the DBS check themselves, the cost will automatically be deducted from their first salary payment. This is currently £46.50.**

**It is an offence for anyone who is barred by the ISA from working with children and or vulnerable adults to apply for this position.**