Lecturer and Programme Leader for Construction (C&J and Apprenticeships)

**External Vacancy**

**Post Ref: 7144. Full Time, 37 hours per week. Permanent. £29,433 to £38,379 per annum**

**Attractive benefits for this post include 48 days’ annual leave per year plus bank holidays and the opportunity to join the Teachers’ Pension Scheme.**

As part of Education Partnership North East (EPNE), Sunderland College is undergoing significant investment to provide an excellent learning environment for students and apprentices.

We are looking to appoint an enthusiastic and inspirational individual to join our growing Construction Team at Sunderland college. We are looking for a candidate who can demonstrate outstanding teaching, learning and assessment practices across all levels in C&J qualifications from Level 1 to T-Levels to ensure positive outcomes for students. There is significant potential of further development and promotion of provision across this curriculum area and it is expected that you will be part of the team to drive this forward. You will plan, promote, deliver, monitor and evaluate your teaching and the progress of learners. You will create and cultivate strong links with parents and employers and work with the Construction industry to ensure that all students gain an outstanding experience.

It is essential that applicants to be qualified to Level Three in a relevant construction trade and have a minimum of 2 year’s industrial experience within the sector. It would be desirable to possess a Construction related degree/HND, a teaching qualification and an assessor qualification. Applicants should be able to demonstrate, in their personal statement, practical examples of how they fulfil the person specification.

A flexible, proactive approach is required as this role includes responsibility regarding the successful delivery of teaching, learning and assessment across the trades.

Due to the nature of this post you will be required to undertake an Enhanced Disclosure Check.

To find out more about this great opportunity please visit <https://vacancies.educationpartnershipne.ac.uk> and select the job description and person specification within the Information section. Please note we will only accept EPNE application forms. Any queries please email [vacancies@educationpartnershipne.ac.uk](mailto:vacancies@educationpartnershipne.ac.uk)

**All applications must be received by midnight \*\*\*\*\*\* 2024**

**It is anticipated that interviews will take place during the week commencing \*\*\* 2024**

We are working towards equal opportunities and welcome applications from all sections of the community.

We are committed to PREVENT and safeguarding the welfare of children and vulnerable adults.

**Job Description**

*(This is a description of the job as it is as present constituted. It may be necessary, from time to time, to update job descriptions to ensure that they relate to the job as then being performed. Therefore, management reserve the right to make changes to your job description, commensurate with your grade/level in the organisation, after consultation with you).*

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| **Post Title:** | **Lecturer and Programme Leader for Construction (C&J and T-Levels)** |
| **Post Reference:** | **\*\*\*\*** |
| **Reports to** | **Curriculum Manager** |
| **Department** | **Construction** |
| **Grade** | **026-035** |
| **Contract** | **Teaching** |
| **Location** | **Any College Campus** |

**Overall Purpose**

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| * Working with the curriculum manager take an active role in the review and development of the curriculum intent ensuring planning and preparation of high-quality, sequenced learning through career-focused schemes of learning, session planning and resources are in place. * Taking ownership for the timely maintenance of accurate data at programme/course level through the student journey to ensure excellence and continual improvement. Regularly reviewing and evaluating the performance of programmes/courses in line with curriculum planning and curriculum performance review cycle. * Taking an active role in the ongoing development of *new* programmes of study. |

### Role Purpose

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| * Take responsibility for ensuring high quality information, advice and guidance; recruitment, retention, achievement, success and progression of individual students are within a framework of continual quality improvement with robust tracking and monitoring. * Lead on the delivery of exemplary teaching and learning and support standards of assessment. * Lead the course and/or provision and drive a high-quality learner experience through all stages of the learning journey; and take responsibility for collating reviewing and disseminating, all aspects of learner progress and destination. * Take responsibility for following up issues or concerns for example attendance or well-being and lead on the required action/s or interventions to address these in conjunction with other internal staff or external agencies where necessary. |

### Role Responsibilities

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| **Lead Responsibilities**   * Contribute towards a high-quality pre-entry and initial assessment process to ensure that learners’ needs are met * Ensuring the provision of high-quality pastoral and supportive care of students as part of the whole learner journey. Ensure the provision of highly effective guidance to students to assist them through their programme and in their progression onto a positive destination for example higher learning or employment. * Oversee the needs and positive progress of all students with an EHCP or ALS need enrolled on a course/ programme for which you are responsible. * Work effectively within teams responsible for devising, reviewing and maintaining effective management of study programmes; and contribute towards sharing of good practice. * Ensure quality files and course/programme team information on platforms such as SharePoint are appropriate, support the team, reduce workload, facilitate great teamwork and sharing of practice. This includes ensuring schemes of learning/lesson planning is in line with college policy and expected practice. * Celebrate and promote staff and student success within the college to support the college’s culture for valuing people and recognising excellence.   **Learning, Teaching and Assessment Responsibilities**   * Embrace and promote teaching and learning technologies implement them to enhance the student experience * Review course content and resources to ensure currency and relevance with both qualification and future industry requirements. * To provide an excellent experience to students through exemplary learning, teaching and standards of assessment. * Develop and share subject pedagogy within and across teams to maintain currency and accuracy. * Preparation of effective formative and summative assessments including feedback to meet awarding organisation standards and student needs. * Lead on Internal and External Quality Assurance in line with the College quality assurance policy and procedures and awarding organisation guidelines.   **Student Experience Responsibilities**   * Embrace and positively promote the college’s approach to supporting the Student Journey ensuing the student voice drive a strong you said we did agenda * Undertake student interviews providing advice and guidance to prospective students, allowing for informed career pathway choices that are supported at appropriate learning levels. * Contribute towards a high-quality student induction to ensure the Right Student is on the Right Course * Set high expectations and monitor student attendance, punctuality, behaviour and progress and take appropriate action when required, ensuring recorded in college online systems (including all components of a 16-19 study programme). * Actively contribute to successful parental meetings and disciplinaries in line with the positive behaviour policy * Lead and liaise with curriculum and learning support staff to ensure appropriate and high-quality academic and learning support is provided as required. This includes ensuring exam access arrangements are in place. * Participate in college recruitment and marketing events.   **General Responsibilities**   * Take responsibility for own continuous Professional Development including industry updating to maintain pedagogical and industry currency. * Take responsibility for own continuous Professional Development including industry updating to maintain pedagogical and industry currency. * Attend and proactively contribute towards course, faculty and College level meetings. * To have due regard and take appropriate responsibility for PREVENT and the safeguarding and promotion of the welfare of children and/or vulnerable adults. * Ensure a safe and secure environment for students in accordance with the College Safeguarding and Health and Safety Policies and complete appropriate risk assessments in line with College Risk Assessment Policy. * Provide cover as and when required for absent colleagues. * Undertake such other duties as are reasonably allocated either permanently or from time to time. * Work at any of the College sites on a temporary or indefinite basis – in line with your contract of employment |

**Values Based Approach: Lecturer and Programme Leader for Professional Construction**

**Valued Behaviours:** We’re not just interested in what you can do, but also how you do it. We expect our staff to carry out their role in a way that reflects our values through their behaviours. We’ll be looking for evidence of these behaviours throughout the recruitment and selection process.

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| Values | Valued behaviours | |
| Authentic  We are who we say we are, we do what we say we do | We are professionals in our practice | We are experts in our field |
| Respectful  We value the opinion of others and the contribution they make | We are keen collaborators | We are intuitively inclusive |
| Ambitious  We are determined to achieve our vision and goals | We inspire and motivate | We stretch and challenge |
| Innovative  We work hard to create a dynamic, forward looking culture | We experiment to excel | We are digital daredevils |

**Qualifications:** Qualifications underpin your teaching professionalism and subject expertise. They also support you to be a professional in your teaching practice, and an expert in your field.

However, as a learning organisation, we welcome applications from unqualified individuals, and we will support you to become qualified and excellent in transforming people’s lives.

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| **Assessment Method** | | | |
|  | **Essential** | **Desirable** | **Certificate** | **Application Documents** | **Reference** | **Selection Process** |
| **Teaching, assessing and quality assurance qualifications** | | | | | | |
| Minimum Level 5 Diploma in Education and Training or equivalent, or commitment to complete within the first two years |  | « | « | « |  |  |
| Level 3 Assessor qualification, or commitment to complete |  | « | « | « |  |  |

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| **Subject specific qualification** | | | | | | |
| Minimum Level 3 qualification in industry specific subject | « |  | « | « |  |  |
| Minimum Level 5 in Construction related subject |  | « | « | « |  |  |
| **English, maths and digital qualifications** | | | | | | |
| Minimum Level 2 Maths qualification | « |  | « | « |  |  |
| Minimum Level 2 English qualification | « |  | « | « |  |  |
| Microsoft Innovate Educator or Digital/IT qualification at level 2 or commitment to work towards |  | « |  |  |  |  |

**Skills and Experience:** We’re keen to hear about what you can bring to the role based on your current skills and experience.

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|  | | | **Assessment Method** | | | |
|  | **Essential** | **Desirable** | **Certificate** | **Application Documents** | **Reference** | **Selection Process** |
| **Skills and Experience** | | | | | | |
| Minimum of two years industry experience, with up-to-date knowledge of industry standard practice | « |  |  | « | « | « |
| Leading and contributing to internal quality assurance processes relevant to the FE / HE sector |  | « |  | « |  | « |
| Working collaboratively with students and colleagues to review student progress, supporting achievement of learning and personal development goals |  | « |  | « |  | « |
| Experience of taking ownership and accountability of a project or students’ progress |  | « |  | « |  | « |
| Planning, developing, and leading a programme(s) taking into account all aspects of the learner journey |  | « |  | « |  | « |
| Planning and delivering sessions that are safe, inclusive, stretching, and relevant to learners |  | « |  | « |  | « |
| Creating inclusive learning experiences by applying knowledge of special educational needs, disabilities, or vulnerable learners |  | « |  | « |  | « |
| Developing students’ confidence, autonomy and thinking skills, using pre-entry / initial assessment processes and student-owned SMART targets |  | « |  | « |  | « |
| Developing appropriate and fair methods of assessment and providing constructive and timely feedback to support student progress and achievement |  | « |  | « |  | « |
| Maintaining accurate records of individual students’ progress and achievements |  | « |  | « |  | « |
| Using students’ feedback and achievement to plan and improve the quality of education |  | « |  | « |  | « |
| Engaging students to establish standards of behaviour, mutual respect and safe working |  | « |  | « |  | « |
| Using digital technologies safely, effectively and to promote innovative learning |  | « |  | « |  | « |
| Participating in curriculum planning processes |  | « |  | « |  | « |
| **Knowledge and Understanding** | | | | | | |
| Engagement in relation to educational research, pedagogy, and assessment |  | « |  | « |  | « |
| Use creative approaches to developing students’ mathematics, English, digital and wider employability skills |  | « |  | « |  | « |
| Embed motivational, coaching, and skills development strategies to help students to progress and achieve |  | « |  | « |  | « |
| **Other** | | | | | | |
| Evidence of undertaking professional development to maintain knowledge and skills and share through communities of practice | « |  |  | « |  | « |
| Evidence of keeping up to date with industry/subject specialism knowledge, skills and behaviours | « |  |  | « |  | « |
| Engage with stakeholders including employers and the community to improve the learner journey |  | « |  | « |  | « |
| Use self-reflection and feedback from students, peers, colleagues and stakeholders to identify and act on areas for own improvement |  | « |  | « |  | « |
| Suitable to work with children and young people (Certificate of criminal record check via DBS) | « |  | « | « | « | « |
| Acting within statutory frameworks which set out professional duties and responsibilities in FE and / or HE | « |  |  | « |  |  |
| Keeping students safe and well, including working with experts in relation to safeguarding, Prevent, and welfare issues, and to uphold British Values | « |  |  | « |  | « |