JOB DESCRIPTION

JOB TITLE:	Lecturer in Welding & Fabrication
Location:	Altens Campus
Salary:	Grade 1 to 5 on Lecturer spinal point
Line Manager:	Curriculum Manager
Appraiser:	Curriculum Manager

Key Objective(s):

1. To develop and deliver theory and practical classes to learners.

2. To undertake teaching duties and the associated functions of preparation, assessment, internal verification, subject specific guidance together with the support to which students are entitled from professional educators carrying out their stewardship roles, and curriculum development and updating.

Main Tasks:

1. Plan, Develop and Deliver Effective Lessons
Plan, develop and deliver appropriate lessons, in line with programme delivery guidelines to ensure that learners are fully engaged and supported to meet their learning goals, the subject matter is contextualised and relevant technologies are employed.

2. Course and Material Development
Prepare, develop and update course, learning and assessment material in accordance with College plans, policies and procedures and, in liaison with Content Development Specialists, ensure that these are available to students and colleagues on the Virtual Learning Environment to facilitate a high quality learning experience.

3. Quality Assurance
Undertake relevant College quality assurance activities such as internal verification and assessment and participate in quality assurance activities such as audits in order that standards are maintained in accordance with College and external body requirements.

4. Quality Improvement
Contribute constructively to self-evaluation reviews, course committee meetings, good practice events and implement actions identified in order to achieve continuous quality improvement in relation to the learner experience.

5. Assessment
Set, assess and mark formative and summative assignments and assessments and complete the resulting and administration relating to these accurately and within designated timescales so that College and awarding body standards and procedures are met.

6. Subject Specific Guidance
Provide subject specific guidance and learning support to students including implementing reasonable adjustments for students with disabilities and ensure that learning support records are kept in order that students are fully supported to achieve their learning goals.

7. Health and Safety
Take responsibility for own health and safety and that of others by observing College health and safety policies and procedures, implementing safe working practices, undertaking risk assessments (where appropriate), integrating health and safety issues into lessons as appropriate and reporting faults, accidents, incidents and breaches of health and safety so that a safe environment is maintained for learners, staff and visitors.

8. Child Protection
Maintain up to date knowledge of and implement College child protection policies and procedures, report concerns and provide accurate information to the Child Protection and Schools Liaison Co-ordinator in order that any issues are addressed appropriately and expeditiously.

9. Continuing Professional Development
Undertake appropriate continuing professional development to ensure that academic knowledge, teaching approaches and vocational skills are up to date so that students receive high quality training that reflects current industry practice.

In carrying out the responsibilities of the post it is expected that the postholder will do so in accordance with the College Ethos and Equal Opportunities Policy.

This list of duties is not intended to be exhaustive but simply highlights a number of the major tasks of the post. The postholder may be required to undertake additional duties which might reasonably be expected of him/her and which form part of the function of the post

PERSON SPECIFICATION

JOB TITLE: Lecturer in Welding and Fabrication

KNOWLEDGE/SKILLS

1. Working knowledge of welding and fabrication.
2. Good communication skills
3. Good presentation skills
4. Good interpersonal skills
5. Good organisational skills
6. Ability to develop and use appropriate learning/teaching/training materials
7. Computer literate
8. * Knowledge and/or experience of the use of electronic learning materials

EXPERIENCE/QUALIFICATIONS

1. SVQ Level 3 and National Certificate in Welding and Fabrication (or Equivalent SCQF Level 5)
2. Up to date knowledge of current welding practices
3. Coded welding experience with GMAW, FCAW, GTAW and SMAW.
4. Fabrication skills with the use of oxy fuel and plasma cutting equipment.
5. Teaching or training experience
6. * Teaching qualification (TQFE or equivalent)
7. * Assessment experience
8. * Assessment qualification
9. * ECDL (European Computer Driving Licence)
10. * GTC registration

PERSONAL QUALITIES

1. Effective team player who actively supports others
2. Builds and maintains effective relationships with students and colleagues
3. Prioritises work effectively
4. Meets deadlines
5. Personally well-organised

WORK REQUIREMENTS

1. Evidence of commitment to equal opportunities
2. Own practice reflects good health and safety practice
3. Has undertaken mandatory staff development (if internal candidate)
4. Evidence of commitment to continuing professional development
5. *Driving Licence and willingness to use own vehicle for business purposes.

* Desirable