![Orbital South Colleges logo]

JOB DESCRIPTION

Sessional Retrofit Lecturer

This Job Description sets out the organisational position, reporting lines, key accountabilities and relationships.

MAIN COLLEGE LOCATION: **East Surrey College**

POST OUTLINE:

The purpose of this role is to plan and teach on agreed programmes and to contribute to their continued development.

Post Reports To: **Director of Learning - Technology**

Key Accountabilities:
- To plan learning programmes for groups of students, and to guide them through the learning process (target setting, action planning, review, progression).
- To deliver learning, and plan and undertake assessment on an agreed range of programmes, using an appropriate range of learning methods and activities, including new technologies. In this role to prepare appropriate essential documents including:
  - assessment plans
  - schemes of work
  - lesson plans
  - teaching & learning materials
  - individual learning plans
  - assignments
- To act as a personal tutor.
- To promote high attendance to College targets & follow up non-attenders as directed by Head of Department or Programme Manager.
- To maintain accurate records of students' retention, achievement and attendance using e-registers, and provide reports on student progress as required, using electronic ILPs.
- To participate in team meetings and contribute to planning, development and review activities, including course review, self-assessment and other College QI procedures.
- To undertake data checks as directed by Heads of Department.
- To provide outstanding learning experience to students, maximising and showcasing of the use of ILT.
- To act as Course/Subject Leader if required.
- To act as Internal Verifier if required.
- For students requiring Additional Learning Support, to devise/update Individual Learning Plans, including (where appropriate) identifying learning activities to be carried out by a Learning Support Assistant; and to make arrangements with the LSA for continual monitoring of progress and up-dating of the Individual Learning Plans.
- To contribute to Open Evenings, parents' evenings and similar events as required.
- To contribute to the process of student recruitment and enrolment in conjunction with the Central Admissions Units, following completion of appropriate training in advice and guidance.
- To work co-operatively with staff and teams in other areas of the college in order to ensure an effective service to students.
- To promote Equality & Diversity and Safeguarding in teaching and learning.

Key Accountabilities:

Personal Competencies – please refer to Corporation Competency Framework:

Core Competencies
- Valuing Equality and Diversity
- Working with People; Team Working, Communication
- Results Focus; Drive to Achieve Excellence, Technical Skills & Professionalism
- Focus on Delivery; Organisational Awareness, Customer/Student Focus
- Self Motivation; Adaptability & Flexibility, Accountability

Key Relationships:
The postholder will need to form effective and co-operative working relationships, in particular with:

- Director of Learning - Technology
- Programme Manager
- Other lecturers
- Students/Employers/Parents/Carers
- Client Services/Student Support
- Potential students
- External verifiers
- Examinations Department
- MIS Department
- Functional Skills Coordinator
- Inspectors and awarding bodies

Expectations of the Post Holder:
The post holder will undertake assigned responsibilities effectively and efficiently, and within regulatory and legislative requirements; achieve individual and departmental targets within the College Group's annual planning and employees performance review processes and budgetary constraints and:

1. Actively promote equality and diversity, recognising and actively challenging stereotyping, prejudice and discrimination, ensuring that these principles permeate all working practices. All employees are required to undertake mandatory Equality & Diversity Training.
2. Adhere to and actively promote the College Group's Safeguarding policy and procedures, and undertake mandatory Safeguarding and Prevent Training.
3. Adhere to and actively promote the College Group's Prevent Agenda
4. Adhere to and actively promote the College Group's Data Protection policy and procedures, and undertake the mandatory Data Protection Training.
5. Ensure effective quality control and continuous improvement in all aspects of this post, in keeping with the College Group's existing and developing quality assurance systems.
6. Be committed to professional self-development, through participation in the College Group's continuing professional development programme which includes industry based work shadowing, attending seminars, College conference days and training events appropriate to the job role.
7. Comply with and promote College Group's Health and Safety policies and procedures and to undertake mandatory Health and Safety training as and when necessary.
8. Undertake such other duties as required, commensurate with the grade of the post, as may be reasonably required at either College, East Surrey College or John Ruskin College, or at other subsidiaries.
9. Support College Group events such as Open/Parents/Award Evenings and Enrolment sessions when required.
10. Adhere to all College Group procedures (as detailed in the Employee Handbook).
11. At all times seek to serve the best interests of the College Group.
12. To provide cover for colleagues during periods of holiday or sickness absence.

NB: This job description outlines a range of main duties. It is not exhaustive and can be varied in consultation with the post holder in order to reflect changes in the job or the organisation.

The following is a list of skills, experience and qualities that we might expect to find in the successful applicant for this post:

QUALIFICATIONS
Highlights the qualifications expected of jobholder

Orbital South Colleges Group is committed to supporting all employees in obtaining Level 2 Maths and English, if this has not already been achieved.

Criterion	Essential	Desirable
A Degree level qualification in a relevant technical subject such as Building and Construction, Construction Project Management, Quantity Surveying, Architecture and Building Design	✓	
A teaching qualification (at Level 4 or above)	✓	
Assessor and internal Verification Qualifications (willing to work towards in an agreed timescale for completion)		✓
Maths & English GCSE / Level 2 equivalent	✓	
Equality & Diversity Level 2 (or willing to obtain)	✓	
Safeguarding Children & Vulnerable Adults Level 2 (or willing to obtain)	✓	
Relevant industry qualifications		✓

KNOWLEDGE & EXPERIENCE
Highlights the knowledge and experience required by the jobholder of specific processes, procedures and technical requirements

Criterion	Essential	Desirable
Knowledge of current developments in the FE/Adult curriculum	✓	
Experience of working in Domestic Retrofit coupled with knowledge of PAS 2035 and Each Home Counts	✓	
Understanding of issues in teaching and learning in FE	✓	
Knowledge of relevant subject curriculum	✓	
Relevant Construction industry experience	✓	
Understanding of issues involving implementing quality improvement systems		✓
Track-record of success in teaching in Construction	✓	
Experience of relevant curriculum	✓	
Experience of a variety assessment procedures		✓
Experience with dealing with change		✓
Have access to a personal laptop computer (including a camera and microphone) which can be used for work purposes, should this be required		✓
Have the technological ability to complete work both on Campus and remotely, to include experience of utilising voice conferencing, ideally via Microsoft Teams, and of working from home		✓

COMPETENCIES – refer to the Corporation Competency Framework and Job Description
Specific personal skills and behaviours required of the jobholder

Criterion	Level Expected
Valuing Equality and Diversity	1
Working with People (Team Working, Communication)	1
Results Focus (Drive to Achieve Excellence, Technical Skills & Professionalism)	1

Focus on Delivery (Customer/Student Focus, Organisational Awareness)	1
Self-Motivation (Adaptability & Flexibility, Accountability)	1