

### Associate Lecturer in Construction

Team: Construction

Reports to: Head of Learning

Location: Brighton East Campus

#### Job Purpose

- To undertake teaching activities requested by the curriculum area, ensuring a high quality of provision, in response to learners' needs.
- To work collaboratively and innovatively with managers and colleagues.
- To ensure that student needs are met in a responsive way, in line with the concept of inclusive learning.

#### Key Responsibilities

- To undertake teaching and learning related activities, as agreed.
- To ensure that appropriate learning materials are prepared and assessments and assignments are undertaken in a timely manner.
- To undertake administration and provide reports and statistics regarding student and teaching matters.
- To contribute to the development of curricula and learning activities, taking into consideration literacy and numeracy development, and equality and diversity.
- To understand personal responsibilities in relation to Safeguarding.
- Keep up-to-date with current issues, changes, and policies relating to the educational sector.
- Adopt a proactive approach to participation in appropriate meetings and training, as agreed with the curriculum area.
- To undertake the delivery of literacy and numeracy.

### Role Context

Chichester College Group expects staff to:

- Work within the context of the Group's core values, code of conduct, quality requirements and continuous improvement ethos.
- Undertake their duties in accordance with Group policy and procedures, particularly with respect to:
  - Human Resources policies and procedures;
  - Equality, diversity and inclusion policies and procedures;
  - The Group's health and safety policies and procedures;
  - Safeguarding and Prevent;
  - The Group's policy on the confidentiality of data stored electronically and by other means in line with data protection legislation.
- Keep abreast of developments in their own area of expertise and undertake staff development opportunities where identified and approved, subject to funding.
- Support and uphold the Group's environmental sustainability commitment and work towards helping the Group achieve net zero carbon emissions.

Evening and weekend work may be required.

You may be required to undertake such duties as may be reasonably required of you commensurate with this grade.

Work outside the Group must not interfere with the effective delivery of your duties. Additional work requires approval by the Chief Executive Officer.

Other supporting information can be found on the Group's website.

This job description is current at the date shown below. It is liable to variation by management in consultation with you to reflect or anticipate changes in, or to, the job.

| Criteria | Essential/<br>Desirable | How Assessed |
|----------|-------------------------|--------------|
|----------|-------------------------|--------------|

| Experience                                        |           |                                                |
|---------------------------------------------------|-----------|------------------------------------------------|
| Relevant industrial/commercial/subject experience | Essential | Application Form/<br>Interview/<br>Mini Lesson |
| Teaching and assessing learners                   | Desirable |                                                |
| Curriculum delivery and associated administration | Desirable |                                                |
| Managing diverse groups of students               | Desirable |                                                |
| Working within Further Education                  | Desirable |                                                |

| Knowledge                                                           |           |                                                |
|---------------------------------------------------------------------|-----------|------------------------------------------------|
| Microsoft Office applications                                       | Essential | Application Form/<br>Interview/<br>Mini Lesson |
| An understanding of safeguarding vulnerable groups                  | Essential |                                                |
| Application of digital technology to learning                       | Desirable |                                                |
| Understanding of virtual learning environments and on-line learning | Desirable |                                                |
| Health and safety legislation                                       | Desirable |                                                |
| Equality Act 2010                                                   | Desirable |                                                |

| Qualifications                                                                                       |           |                                   |
|------------------------------------------------------------------------------------------------------|-----------|-----------------------------------|
| Level 3 (or equivalent) in related subject                                                           | Essential | Application Form/<br>Certificates |
| Level 2 literacy and numeracy                                                                        | Essential |                                   |
| Assessor or Verifier units                                                                           | Desirable |                                   |
| A relevant teaching qualification (e.g. Certificate in Education, PGCE, Level 5 Diploma in Teaching) | Desirable |                                   |

| Skills and Abilities                                                                                     |           |                                                |
|----------------------------------------------------------------------------------------------------------|-----------|------------------------------------------------|
| Time management skills, organisational skills and the ability to meet targets and deadlines              | Essential | Application Form/<br>Interview/<br>Mini Lesson |
| Ability to work alone and as part of a team with interpersonal skills                                    | Essential |                                                |
| Ability to manage challenging behaviour                                                                  | Essential |                                                |
| Ability to communicate effectively with a diverse range of people at all levels, verbally and in writing | Essential |                                                |
| Ability to solve problems and make decisions                                                             | Essential |                                                |

| Attributes                                               |           |           |
|----------------------------------------------------------|-----------|-----------|
| Flexible in approach                                     | Essential | Interview |
| Innovative and creative in meeting the needs of learners | Essential |           |
| Committed to student support                             | Essential |           |

| Other Requirements                                                                                                                                                                                                            |           |                                 |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|---------------------------------|
| To obtain an appropriate teaching qualification as defined by the Corporation                                                                                                                                                 | Essential | Interview/Checks and Clearances |
| To undertake continuing professional development                                                                                                                                                                              | Essential |                                 |
| Evening and weekend work as required                                                                                                                                                                                          | Essential |                                 |
| Satisfactorily meeting the Group's employment checks - a Disclosure and Barring Service Check (including any relevant overseas checks), health assessment, references, qualifications and legal entitlement to work in the UK | Essential |                                 |

Any appointment is subject to the Corporation's terms and conditions of service.

**Working hours per week:** Variable

**Working weeks per year:** Up to 33 weeks

**Salary range:** An hourly rate is payable for each agreed hour of teaching. The hourly rate includes contact time, non-contact time and pro rata holiday entitlement.

The minimum of the scale is £27.12 (inclusive)

The maximum of the scale is £42.28 (inclusive)

|                   | Minimum | Maximum |
|-------------------|---------|---------|
| Contact time:     | £14.55  | £22.68  |
| Non-contact time: | £7.27   | £11.34  |
| Holiday:          | £5.30   | £8.26   |

**Salary progression:** Salary progression is achieved through annual increments, in accordance with the Group's Performance Management Scheme. Teachers/Lecturers on point 47 cannot progress to point 48 without successfully completing a PGCE, Certificate in Education, DELTA or equivalent.

**Holiday entitlement:** Holiday is calculated on a pro rata basis and paid in advance as part of the hourly rate.

**Holiday restrictions:** Leave cannot be taken on certain days designated by the Group, e.g. development and administration days. Leave is to be agreed in advance with the line manager. Academic staff or staff supporting teaching and learning cannot take leave during term time.

**Pension scheme:** Full time, fractional and variable hours staff will automatically enter into the Teachers' Pension scheme, unless they opt out of the pension. The Group contributes to this scheme and the employee contribution is determined by the level of actual salary and the guidelines given by Teachers' Pension. Alternatively the employee may opt out within the first 90 days of employment.