



Job title	Lecturer Assessor – Plastering
Reference	JP1266
Salary	£25,297.00 - £28,750.00 pa
Location	Broad Oak Centre, Accrington
Hours	37 per week, full time

1. Purpose

To teach on a range of programmes, covering all levels. To undertake timely assessment of the students and record their outcomes appropriately. To take on the role of course tutor for a selected range of groups from entry level to level 3

2. Main Duties and Responsibilities

- To organise a recognisable, discrete, part, portion or section of the College's curriculum and to have responsibility for its pre-course, on-course or outputs delivery
- To teach across a range of courses in Plastering from entry level to NVQ/Diploma Level 3, in consultation with the Team Leader, and to have responsibility for the quality of student experience during entry, on programme and exit
- To contribute to the delivery of appropriate teaching programmes, including the design of schemes of work and session plans
- To interview prospective students to diagnose student learning needs and recommend appropriate learning routes
- Where appropriate, carry out learner assessment in the workplace and ensure assessments are carried out on a regular basis and to an agreed standard
- To generate activity in liaison with employers in order to create new training and accreditation opportunities for employees in the workplace
- To develop and maintain individual learning plans
- To contribute to the internal verification of the programme(s)
- To set and mark homework, coursework, assignments, examinations and assess learners as appropriate
- To act as a subject, personal or course tutor to group(s) of students and provide appropriate guidance and counselling
- To ensure employer fully understands the training programme and any involvement expected from the employer
- To organise and supervise work placements and to undertake work based assessment
- To track and monitor learners throughout the qualification and provide feedback as appropriate



- To utilise new technology in delivery and assessment where appropriate
- To take responsibility for an agreed workload or targets and to ensure performance targets are met
- To attend and contribute to regular team meetings
- To generate new business and business links
- Keep up to date with current development relating to vocational qualifications, internal and external verification requirements
- To provide specialist advice to learners and organisations regarding vocational qualifications and delivery options
- To ensure the effectiveness of systems for the monitoring of quality through course review and evaluation, liaison with moderators, assessors and verifiers and implementation of the college quality system
- To complete all appropriate course administration documentation
- To promote the work of the college through the participation in parents' evenings, schools liaison, meetings with employers, open evenings and other marketing events
- To participate in staff development activities and the college appraisal system
- To have a cross team/college role in relation to the overall management of the college;
- To participate in staff development activities and the College appraisal system;
- To undertake any other duties, as required, which fit within the general character of the post
- Responsibility for promoting and safeguarding the welfare of children and young people that the post holder has responsibility for or contact with.

3. Key Performance Indicators

- Learner number / cash allocation targets met or exceeded
- Target contribution rates achieved or exceeded
- Self-assessment grade at good or outstanding
- Improving learner retention and success rates
- Success rates above national averages
- Positive performance against team and college learner success rate targets
- High levels of learner satisfaction
- High value added scores and learner progression rates.
- Timely and appropriate intervention strategies