



SOUTH WEST CONSTRUCTION ACADEMY LTD

JOB DESCRIPTION

JOB TITLE: Plumbing & Gas Lecturer, Assessor and IQA

RESPONSIBLE TO: Managing Director

1. JOB PURPOSE

To plan and deliver high quality imaginative and inspirational teaching and learning which meets curriculum requirements and the needs of all students on a range of programmes.

To maximise retention, achievement and success of students.

To work collaboratively and proactively with managers and colleagues to design, develop, manage and review programmes in the curriculum area. To ensure that individual learner needs are met in a responsive way, in line with the concept of inclusive learning, and an outstanding student experience.

To fully engage with the Centre Mission and Values, ensuring that these are at the heart working practices.

Monitor, review and evaluate the quality of assessment processes and practice and ensure awarding body standards are maintained.

Monitor the quality of assessor performance, identify assessor development needs and facilitate assessor development to maintain and improve the quality of assessment.

Ensure documentation and records meet quality and regulatory requirements.

2. PRINCIPAL ACCOUNTABILITIES

Teaching and Learning

a. deliver high quality teaching and learning, and associated tutorial duties, to meet the needs of students

b. deliver effective Schemes of Work, Assessment and Lesson Plans which are flexible to student needs and which address and embed English, Mathematics, functional skills and equality/diversity, taking into account the learning needs of individual students

c. drive and inform the design and development of programmes to increase success rates

d. ensure use of appropriate high quality learning resources to provide stretch and challenge to learners

e. ensure assignment briefs and all forms of assessment are internally verified prior to the start of the programme and that assessment is varied and meets the needs of individual students.

f. ensure all assessed and marked work is returned in a timely manner clearly identifying areas for development.

g. ensure and maintain an environment of high expectation and engagement, inspiring the students to achieve the best possible outcomes



- h. take responsibility for the support of students and provide appropriate and timely information and guidance, to enable them to succeed
- i. actively evaluate all aspects of curriculum delivery, with colleagues, making appropriate in year and end of year changes to increase student success take responsibility for the progression of students through active monitoring of student progress and evaluation of learning outcomes with a focus on raising students' retention and achievement rates
- j. ensure completion of student ILP's, in setting long term goals and short term targets
- k. deliver tutorial activities to engage students, check progress and encourage students to take responsibility for their own learning, using appropriate benchmarking tools to ensure that students progresses is 'adding value ' to their previous achievements
- l. positively seek out benchmarks and other measures of success and actively work towards and if possible exceed individual achievement objectives and success measures
- m. take responsibility for seeking out methodologies and resources in support of high-quality teaching and learning
- n. be responsible for moderation and verification at key times throughout the year
- o. complete administration associated with the role, accurately maintaining relevant tracking documentation and providing reports as required
- p. ensure accurate attendance records with follow up on attendance and punctuality
- q. be responsible for the development and maintenance of definitive course files
- r. ensure student information is captured correctly, at enrolment and throughout the year, including learning aims, achievement and changes to learner information including learner withdrawal, transfer and programme completion
- s. deliver feedback on progress to students and other relevant stakeholders
- t. be active in the marketing and promotion of curriculum provision including contributing to marketing materials and attending promotional events

Safeguarding and Welfare

- a. ensure a learning environment in which students feel safe and supported and be accountable for own safety and that of colleagues/visitors to the workplace
- b. be responsible for ensuring that the activities under your control are conducted in accordance with the Safeguarding and Health and Safety requirements of the Centre's current policies and procedures
- c. ensure you promote and safeguard the welfare of children, young persons and other vulnerable people for whom you are responsible and whom you come into contact with

Continuous Professional Development (CPD)

- a. undertake CPD in line with centre policy and competency framework
- b. reflect critically on own teaching practice, materials and strategies used and how your performance can be improved

c. actively contribute to your annual performance review/appraisal and the continuous improvement of yourself and others in your team

IQA

- a. Plan and prepare monitoring activities according to the requirements of own role.
- b. Determine whether assessment processes and systems meet and operate according to quality requirements.
- c. Check that assessors meet the requirements for their role.
- d. Analyse assessor capabilities and potential in the context of their objectives and other requirements.
- e. Agree and prioritise assessor learning needs and produce individual development plans with assessors to reflect these.
- f. Provide assessors with feedback, advice and support to help them maintain and improve their assessment practice.
- g. To track Learner progress and check that assessments are planned, prepared for and carried out according to agreed procedures.
- h. Check that assessment methods are safe, fair, valid and reliable.
- i. Check that assessment decisions are made using specified criteria.
- j. Compare assessor decisions to ensure they are consistent.
- k. Work with assessors, trainers, employers, and Learners to ensure the standardisation of assessment practice and outcomes.
- l. To chair and minute standardisation and qualification specific assessor meetings as appropriate.
- m. Liaise with Examinations and Accreditation department have timely notification of all qualifications to be claimed together with relevant documentation to prove authenticity of claims.
- n. Liaise with the Examinations and Accreditation department regarding the arrangement and secure storage of all Learner portfolios until sampled by the awarding body.
- o. Liaise with curriculum staff regarding External Quality Assurance visits and be actively involved in managing these visits.
- p. Follow agreed procedures when there are significant concerns about the quality of assessment.
- q. Follow agreed procedures for the recording, storing and reporting and confidentiality of information.

Other

- a. ensure you apply and understand the policies and working practices of the centre.
- b. ensure personal conduct complies with the requirements of the financial regulations
- c. undertake such other duties as may reasonably be required of you commensurate with your general level of responsibility at your initial place of work or at another of the Centre's sites

3. GENERAL

This job description is for your information and is a non-contractual document. It is liable to variation by the Centre to reflect actual, contemplated or proposed changes in or to the job.

4. SPECIAL CONDITIONS

The post holder will be required to have a flexible attitude to working hours due to the profile and demands of the role.

Your principal place of work will be the Centre's premises in Bristol, however, you may be required to travel to various sites to assess apprentices and learners in their workplace.

Remission may be granted for additional responsibilities e.g. course leadership, student management and lead internal verification

5. DATE: 25th March 2022