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| **Job Title: Professional Construction Learning Facilitator- Higher Level****Reporting to: Team Manager** **Base: Roundhouse** |
| **Hours per week** 37 hours per week, 52 weeks per year**Contract Type** Academic **Salary** £32,772 - £40,834 per annum  |
| **Job Purpose**To deliver a high-quality teaching, learning and assessment experience, which will encourage retention and achievement, and ensure all learners are challenged, engaged and making progress every day and to motivate, support and progress learners to achieve identified outcomes including all component parts of the Apprenticeship Frameworks, within the agreed timeframes.  |
| **Introduction**The requirements that the College has of its Lecturing staff are outlined in this job description and also in the following documents:* Professional Standards for Teachers and Trainers in Education and Training – England
* UK Quality Code for Higher Education
* The Minimum Expectations for Teachers outlined in the Teachers and Team Managers Guidelines and Procedures

**Teaching Responsibilities*** Support the effective day to day delivery of learners’ learning in accordance with the College’s objectives
* To carry out a range of practical and classroom teaching duties in both FE & HE settings.
* Manage and Monitor retention and achievements for learners on a continual basis.
* Embrace the educational possibilities of Information Learning Technology and support the adaption teaching materials and one’s own practice in the use of ILT including e-portfolios.
* Support learning flexibility within a variety of delivery modes.
* Create, deliver and evidence high quality learning materials.
* Promote equality of opportunity and recognition of diversity through teaching and learning
* Continually assess the individual needs of learners.
* Facilitate learning in large and small groups as required.
* Communicate effectively with all levels of learners and employers.
* Identify and apply strategies to facilitate effective learning.
* Work effectively within the different learning environments.
* Be familiar with the range of accreditation/specifications linked to Professional Construction.
* To ensure audit / Awarding Body / inspection / funding criteria are adhered to and work with the quality team to review procedures, particularly following external visits or following the introduction of new developments.
* To assist in the development of new modules and units and produce the necessary documentation to support the validation/IQA process
* Record, monitor, review and feedback learners’ progress.
* Support quality initiatives and processes with our partners

**Assessing & Verifying Responsibilities*** Perform the role of Assessor / Verifier in accordance with the awarding body guidelines to comply with requirements.
* Support and agree on individual leaning plans (ILP) based on the individual needs of the Learner and the employer.
* Submit evidence for moderation and audit purposes within agreed timeframe.
* Evaluate and provide effective feedback, ensuring the learner is able to progress and achieve their individual learner targets and personal goals.
* Carry out regular reviews with learners and employers in line with funding~~.~~ Requirements.
* Submit all documentation in a timely manner.
* To set SMART targets for all action planning with each learner; individual targets to incorporate stretch and challenging actions and encompass employer support.
* Ensure that targeted retention, achievement, pass, and success rates are achieved, and learners are completed by their end date recorded on the ILP.
* Ensure all evidence submitted is assessed on content against occupational standards as detailed by the awarding body, embedding English and Maths for all learners.
* Effective and efficient use of e-portfolio to monitor learner’s progression.
* Perform the role of internal verification as and when required~~.~~
* Support the external verification process.
* Providing regular written and verbal reports to line manager.
* Co-ordinate appointments efficiently and effectively, working flexibly (weekends and evenings) when required.
* Support assessor observations across College.
* Support apprentices through end point assessment (EPA) process
* Understand apprenticeship standards and related assessment plans
* Keeping up to date with IfATE updates and apprenticeship standard revisions

**Learner Progression Responsibilities*** Ensure that learners progress well from their different starting points and achieve or exceed standards.
* Help learners attain relevant qualifications so that they can and do progress to the next stage of their education into courses that lead to higher-level qualifications and into jobs that meet local and national needs.
* Where relevant, promote English, maths and other skills.
* Use assessment information to plan appropriate teaching and learning strategies, including identifying learners who are falling behind in their learning or who need additional support, enable learners to make good progress and achieve well.
* Ensure that learners understand how to improve as a result of useful feedback and the use of One-File.
* Engage with employers to help them understand how learners are doing in relation to the standards expected and what they need to do to improve.

**Learner Personal Development, Behaviour and Welfare Responsibilities**Promote and support learners’:* Pride in achievement and commitment to learning
* Prompt and regular attendance
* Following of any guidelines for behaviour and conduct within the workplace, including management of their own feelings and behaviour, and how they relate to others
* Understanding of how to keep themselves safe from relevant risks such as abuse, sexual exploitation and extremism, including when using the internet and social media
* Knowledge of how to keep themselves healthy, both emotionally and physically, including through exercising and healthy eating
* Personal development, so that they are well prepared to respect others and contribute to wider society and life in Britain

**General Responsibilities*** Comply with administrative procedures for the effective collection, interpretation and actioning of College management information.
* Provide a professional customer service to both internal and external customers.
* Ensure that quality standards are set, monitored and reviewed.
* Fully participate in Team Meetings, professional development, events, discussions and any other activities commensurate with the duties and responsibilities of this post.
* To transport students where required to various sites for college-led community projects or educational visits using college vehicles
* Demonstrate flexibility in responding to changing demands in personal, sectional or the College’s workload.
* Take reasonable care of your own health, safety and welfare and that of any other person who may be affected by your actions or omissions whilst at work.
* Undertake risk assessments for any new activity and ensure risk assessment checks are carried out for any ongoing activity.
* To carry out recruitment activities, including information/advice/guidance (IAG), enrolment, induction, initial assessment and student interviews.
* To comply with all aspects of GDPR
* Comply with all relevant College guidelines, policies and procedures and legislation, including but not limited to:
	+ Safeguarding
	+ Equality & Diversity
	+ Prevent
	+ Health and Safety
	+ Data Protection
	+ Computer Network Acceptable Use
* Carry out any other reasonable duties within the overall function, commensurate with the grading and level of responsibility of the job.

**Continuous Professional Development*** Develop dual professionalism: ensuring vocational/academic knowledge and skills are kept up-to-date.
* Keep abreast of local and national developments that impact on learner experiences.
* Demonstrate competencies commensurate with the position e.g. a high level of interpersonal skills, good time management skills, self-motivating, professional, proactive and creative.
* Take responsibility for one’s own professional development and continually update as necessary.

**Competencies*** Experience in working under own initiative and managing time and workload effectively
* Experience of coaching and supporting learners
* Evidence of excellent interpersonal skills
* Experience in managing and working with internal and external clients
* Experience of working to targets and deadlines
* Willingness to undertake substantial travel in line with the needs of the role
* An understanding of Safeguarding of Children & Vulnerable Adults within the workplace
* Full commitment to Equal Opportunities and anti-discriminatory working practice
* Desirable competencies include conflict handling, interviewing, undertaking research to benefit the college and proficient IT skills, an understanding of the funding associated with the Sigma project

**Knowledge****Essential*** Experience of the relevant industrial context (Building Services Engineering **or** Civil Engineering)
* Good design knowledge in the context of Building Services Engineering **or** Civil Engineering
* Ability to operate the necessary software to support the delivery of programmes between Level 1 and Level 6
* An awareness of learning opportunities from a variety of sources.
* Knowledge of the process to support and continually assess individual student needs.

**Desirables*** Experience of assessment of apprenticeship standards within the construction curriculum
* Experience of using OneFile
* Experience of coordinating curriculum courses
* Knowledge and skills to deliver wider units of Professional Construction
* Proficient in use of design software packages such as AutoCad/Revit
* Familiar with a range of FE accreditation/specifications and the HE validation process
* An understanding of the complex nature of an education curriculum
* An understanding of the sources of funding and their impact on curriculum design
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| **Qualifications****Essential*** Certificate in Education/PGCE/Professional Diploma in Teaching **or** willing to work towards.
* Degree or higher in Building Services Engineering **or** Civil Engineering or a related discipline
* A1 / TAQA Assessors qualification **or** willing to work towards
* Level 2 English.
* Level 2 Maths.

**Desirables*** V1 / TAQA Internal Quality Assurance Award (IV)
* L2 Sustainability
* BIM Qualification
* Professional Membership of the CIBSE, ICE or IStructE
* Awareness and application of e-portfolios
* Level 2 ICT qualification or equivalent
* Recent industry related professional development.
* Masters/Level 7 related qualification
* Specific IT qualification
* First Aid qualification
* MIDAS (Minibus driving qualification)
* Chartered Eng Status
* Fellowship – Higher Education Academy (FHEA)
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