

**#TRANSFORMINGLIVES**

# Recruitment Pack

## Lecturer - Electrical Installation





**Welcome and thank you for accessing this recruitment information pack.**

Hartlepool College of Further Education is an exceptional college and we can trace our history back to 1849 – we are 175 years old. In this time the College has built up a reputation as one of the country's leading providers of vocational and technical education and this has afforded us the opportunity to deliver our mission – Excellence in further and higher education to transform students' lives.

Staff are aware of the College's history and that is incumbent on us, as the current custodians of the College, to do all we can to ensure the foundations are laid for the next 175 years – and beyond.

Times are exciting for the College with opportunities for further growth and development. Currently, we have £7m of investment coming into the College from a wide variety of sources including two Town Deal projects with partner organisations.

We moved into our current premises in 2011 and sit in an environment, which is high on aspiration and a source of civic pride, helps us drive the high expectations we have of all our students. High expectations and standards of behaviour are also expected of all staff as the College embraces a culture of improvement, growth and development.

The College's curriculum is closely linked to the strategic economic priorities of the Tees Valley Combined Authority and North East Combined Authority. We are proud of the work we do and feedback from students and employers is both a source of satisfaction and growth potential.

**Thank you once again for visiting this site and in this recruitment pack you will find information related to:**

- The job description and person specification.
- The College's approach to recruiting ex-offenders.
- Reasons to work at the College
- The College's mission, expectations and behaviours



**Darren Hankey,**  
Principal and Chief Executive,  
Hartlepool College of Further Education





## Job Description:

**Post Title:** Lecturer – Electrical Installation  
**Reporting To:** Head of School for Construction & the Built Environment  
**Salary:** Up to £39,624.66 per annum (market rate supplement available subject to conditions)  
**Hours:** Full time, 37 hours per week      **Holidays:** 47 days + bank holidays

### The Specific Nature of the Role

The post-holder will be responsible and accountable for the delivery of good or better teaching, learning and assessment which results in outstanding outcomes for learners. The post-holder will contribute to a variety of subjects linked to electrical installation at levels 1 to 3. The classes and workshop sessions taught by the successful candidate will be dependent on their specific skill set although the College would welcome candidates with experience in domestic and industrial electrical installation, maintenance and testing or engineering electrical maintenance.

The role will also involve the tutorship of a student group and/or an internal qualification verifier role depending on relevant experience and qualifications.

The post-holder is expected to be an excellent team player and embrace the College's RESPECT values

### Main Duties and Responsibilities

Prepare and deliver classes and workshops in line with industry standards and exemplary practice as highlighted in the College's Teaching, Learning & Assessment handbook.

- Participate in the delivery of electrical installation courses at level 1 (foundation) through to level 3 (advanced).
- Contribute to the College initial assessment activities to clearly identify learners' starting points
- Provide assessment and checking of learner work to agreed national standards including clear and robust feedback.
- Monitor learner progress throughout the year providing useful, concise and supportive feedback on how to improve and achieve.
- Be prepared to be a designated course tutor or qualification verifier depending on skills, experience and qualifications.
- Work co-operatively as part of the Engineering School working towards creating a reputation for excellence.
- Attend and contribute to team/School meetings as required.
- Contribute to School and College student recruitment activities such as Open Days.
- Embrace the College's RESPECT values and values associated with new ways of working.
- Promote and implement the policies of the corporation to ensure the efficient operation of its business and the welfare and interests of its students and employees commensurate with the grade of the post.
- To perform such duties consistent with the position as may be required by the Principal from time to time.



## Person Specification

### Post Title: Lecturer – Electrical Installation

It is expected that the successful candidate will be able to meet the following criteria:

| Criteria   | Essential (E) or Desirable (D) | Where assessed |
|--|--------------------------------|----------------|
| 1. Fit in with the College's behaviour expectations and ethos  | E                              | i, ii          |
| 2. Teaching qualification and QTLS, or willing to work towards within an agreed timescale  | E                              | i              |
| 3. Advanced skills qualification such as NVQ 3, EAL Diploma L3 or C&G L3 in electrical installation, testing, maintenance or engineering | E                              | i              |
| 4. Qualified to HNC in an electrical maintenance or engineering discipline   | D                              | i              |
| 5. Holds an assessor qualification (e.g. D32, D33, A1)   | D                              | i              |
| 6. Holds an internal verifier award  | D                              | i              |
| 7. Demonstrable track record of delivering outstanding outcomes for learners especially in terms of success rates                        | D                              | i,ii           |
| 8. Demonstrable record of working with apprentices, employer partners or commercial clients in attaining environment                     | D                              | i,ii           |
| 9. Good IT skills to support both administration duties and to enhance teaching, learning and assessment practice                        | E                              | i,ii           |
| 10. Strong organisational skills to manage diverse and conflicting priorities proactively  | E                              | i,ii           |
| 11. Exemplary oral and written communication skills  | E                              | i, ii          |

i – application form/letter (qualifications to be verified if successful)

ii – interview